



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 May 9, 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. BOCC Updates (WHR)

Board of County Commissioners

10:30 A.M. *Spring 2016 Open Space Grant Award Recommendation (WHR)

Discuss the staff/OSTAB joint recommendation to fund the highest ranked and qualified Standard Grants (total of 10); the highest ranked and qualified Planning Grants (total of 5); and all qualified Small Grants (total of 3), totaling \$2,966,381 for the Spring 2016 Open Space Grant Cycle

Request: Information/Direction

*Lindsey Miller, Grants Program Administrator, Open Spaces
Josh Tenneson, Grants and Acquisitions Administrator, Open Spaces
Shannon Carter, Director, Intergovernmental Relations and Open Spaces
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney*

Documents: [BOCC_SS_SPRING 2016 OPEN SPACE GRANT AWARD RECOMMENDATION 4.19.16 FOR 5.9.16.PDF](#), [2016 SPRING RANKING SHEET FINAL](#)

[3.31.16.PDF](#), [OSTAB RECOMMENDATION TO BOCC 2016 SPRING GRANT CYCLE FINAL.PDF](#)

11:00 A.M. *Arapahoe Library District Update (WHR)
Presentation of Arapahoe Library District's Strategic Plan

Request: Information

Library Board of Trustees
Ron Carl, County Attorney

Documents: [STRATEGICPLANANDBUDGETCOVER_2016_ARAPLIB.PDF](#), [2016 STRATEGIC PLAN.PDF](#), [2016 BUDGET_111715.PDF](#)

Break

1:00 P.M. *2016 First Quarter Budget Review (WHR)
Review the 1st Quarter Budget

Request: Information/Direction

Todd Weaver, Budget Manager, Finance
Janet Kennedy, Director, Finance
John Christofferson, Deputy County Attorney

Documents: [Q1 2016 SS BSR.PDF](#)

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. Extension Of Xerox Managed Print Services Agreement Bid Waiver
Discussion of a request from Information Technology that Xerox be retained as the County's Managed Print Services vendor for the next five years and that a waiver of the Arapahoe County Purchasing Policy for a select source contract revision to be put into place

Request: Information/Direction

David Bessen, Director, Information Technology
Keith Ashby, Purchasing Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents: [160509 - BOARD SUMMARY REPORT - EXTENSION OF XEROX MANAGED PRINT SERVICES.PDF](#), [160509 - SELECT SOURCE BID WAIVER FOR XEROX MANAGED PRINT SERVICES.PDF](#)

2. Arapahoe County Fair ATM Provider Agreement - Waiver
Discussion of a request from the Arapahoe County Fairgrounds staff for a waiver of the Arapahoe County Purchasing Policy and to establish a revenue based contract with Cash in a Flash for ATM services for the 2016 Arapahoe County Fair and for three one year contract renewal options

Request: Information/Direction

Matt Bixenman, Fairgrounds Operations Supervisor, Open Spaces
Glen Poole, Operations Manager, Open Spaces
Shannon Carter, Director, Intergovernmental Relations/Open Spaces

*Todd Weaver, Budget Manager, Finance Department
Tiffanie Bleau, Senior Assistant County Attorney*

Documents: [BSR_CASHINAFASH_ATM_SERVICES.PDF](#),
[PURCHASINGWAIVER_ACFAIR_ATM_SERVICES.DOC](#),
[PURCHASINGWAIVER_ACFAIR_ATM_SERVICES.PDF](#)

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

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



Board Summary Report

Date: April 19, 2016
To: Board of County Commissioners
Through: Shannon Carter, Open Spaces and Intergovernmental Relations Director
From: Lindsey Miller, Grants Program Administrator
Subject: Spring 2016 Open Space Grant Cycle Award Recommendation

Direction/Information: To provide information regarding the Spring 2016 Open Space Grant proposals and evaluation process and present the BoCC with the Staff/OSTAB joint award recommendation.

Request and Recommendation

Request BoCC consideration of the Staff/OSTAB joint recommendation to fund the highest ranked and qualified Standard Grants (total of 10); the highest ranked and qualified Planning Grants (total of 5); and all qualified Small Grants (total of 3), totaling \$2,966,381, as presented in the attached Spring 2016 Grant Cycle Ranking Sheet for Open Space Grant Proposals.

Background

In furtherance of the County Open Space Resolution, Open Space grant funds are invested throughout Arapahoe County communities using 12% of the annual sales/use tax revenue. The goal is to fund eligible, high quality projects that address urgent local needs for open space, parks and trails. Eligible entities for grant funding include all incorporated municipalities within the County and outdoor recreation-oriented special districts.

At the study session on October 26, 2015, the BoCC gave direction to staff to run a Spring 2016 Grant cycle consisting of three (3) competitive grant categories and allocating a maximum of \$3 million for the grant cycle. The \$3 million for this cycle is an increased total from 2015 and is based on increased sales and use tax revenue. The categories for the 2016 Spring cycle are as follows:

- Five (5) or More Standard Grant Awards: \$50,100 to \$400,000, 25% total project cost minimum cash match*
- Four (4) Small Grant Awards: \$100-\$50,000, 10% total project cost minimum cash match
- Five (5) Planning Grant Awards: \$100-\$100,000, 10% total project cost minimum cash match

** The new standard grant \$400,000 cap and match requirement is a one-time offering for the 2016 Spring Grant Cycle.*

Links to Align Arapahoe

Optimize Use of Financial Assets
Improve Park, Trail and Open Space Opportunities
Improve Communication and Stakeholder Input

Improve Customer Experience
Enhance Quality of Life

Discussion

By the deadline of February 5, 2016, 13 eligible agencies submitted a total of 22 eligible grant proposals (12 standard grants, 7 planning grants and 3 small grants), requesting a total of approximately \$3.8 million, with matching funds of about \$2.9 million. The County has \$3 million available for the Spring 2016 Grant Cycle.

The evaluation process involved: 1) initial Open Space Grants Program staff review for eligibility and minimum qualifications; 2) evaluator group tour of each project site; 3) individual evaluation and ranking of each grant proposal by evaluators based on specific objective criteria; and 4) mathematical tallying and merit ranking of projects. The evaluation team consisted of four (4) OSTAB members and five (5) County staff members. Evaluators ranked each project by merit based on the following criteria:

- need and urgency of the project;
- scope of the project;
- leveraging dollars/cash match provided;
- ability of the applicant to achieve the proposed results according to budget in a two (2) year timeframe;
- supporting documentation; and
- capacity of the entity to maintain the project site in future years.

After evaluating the projects, participating OSTAB and County staff grant reviewers submitted their individual rankings, which were combined and averaged to reveal that there is funding to support the highest ranked ten (10) standard grants, five (5) planning grants, and three (3) small grants. The team recommends funding for the below qualified proposals.

Standard Grants:

- \$400,000 to City of Littleton for ***Phase I River Integration and Hudson Gardens***
- \$282,029 to City of Littleton for ***Runyon Elementary School Playground Renovation***
- \$236,800 to City of Englewood for ***Rotolo Park Playground Renovation***
- \$200,000 to City of Aurora for ***Aurora Sports Park Expansion Pedestrian and Traffic Safety***
- \$187,500 to City of Greenwood Village for ***Greenwood Gulch Trail Crossing Improvement***
- \$90,900 to City of Englewood for ***Englewood Parks Gateway Enhancements Phase II***
- \$400,000 to South Suburban Park and Recreation District for ***Charlie Emley Park Improvements***
- \$400,000 to South Suburban Park and Recreation District for ***Sterne Park Playground and Restroom Renovation***
- \$137,252 to City of Aurora for ***Citywide Trail Amenities and Wayfinding Improvements Phase I – Toll Gate Creek***
- \$304,000 to Cherry Creek Vista Park and Recreation District for ***Windemere Park Construction***

Planning Grants:

- \$56,700 to Town of Bennett for ***Kiowa Creek Trail Planning Phase II***
- \$24,200 to Byers Park and Recreation District for ***Byers Community Park Renovation Phase III***
- \$50,000 to City of Sheridan for Phase II Planning Grant for ***Bear Creek Trail/Lowell Blvd Crossing***
- \$50,000 to City of Centennial for ***Open Space, Trails and Recreation Master Plan Update***

- \$45,000 to Cherry Creek Vista Park and Recreation District for ***Cherry Creek Vista II Park Site Plan***

Small Grants:

- \$40,000 to City of Cherry Hills Village for ***High Line Canal Trail Connection***
- \$35,000 to City of Greenwood Village for ***Outdoor Exercise Equipment for Seniors***
- \$27,000 to City of Cherry Hills village for ***High Line Canal Trail Resurfacing***

Alternatives

Recommend approval, conditional approval, or denial per grant project.

Fiscal Impact

Twelve percent (12%) of annual revenue from the County Open Space Tax Fund is dedicated to funding competitive grants pursuant to the County Open Space Resolution. Recommended grant awards total \$2,966,381. The fund balance exceeds this amount.

Concurrence

On April 25, 2016, Open Space Trails and Advisory Board (OSTAB) and Open Spaces Staff discussed the results of the grant evaluation process and made a joint recommendation to the BoCC (attached).

Attorney Comments

None.

Reviewed By:

Lindsey Miller

Grants Program Administrator

Josh Tenneson

Grants and Acquisitions Manager

Shannon Carter, Director

Intergovernmental Relations and Open Spaces

Tiffanie Bleau

Assistant County Attorney

Janet Kennedy

Finance Director

2016 Spring Grant Applicants	Grant Amount	Match Amount	Total Project Amount	Project Type	Project Name / Description	Evaluator Avg/Final	Final Rank Order
Standard Grants							
City of Littleton	\$400,000	\$532,238	\$932,238	Trail Improvement, Trailhead, Community Park	Phase I River Integration at Hudson Gardens	2.428571	1
City of Littleton	\$282,029	\$95,000	\$377,029	Site Improvement, Community Park, Playground	Runyon Elementary School Playground Renovation	2.857143	2
City of Englewood	\$236,800	\$78,934	\$315,734	Site Improvement, Community Park, Playground	Rotolo Park Playground Renovation	3.142857	3
City of Aurora	\$200,000	\$67,000	\$267,000	Site Improvement, Community Park, Sports Field	Aurora Sports Park Expansion Pedestrian and Traffic Safety	3.571429	4
City of Greenwood Village	\$187,500	\$62,500	\$250,000	Trail Project	Greenwood Gulch Trail Crossing Improvement	4.571429	5
City of Englewood	\$90,900	\$30,300	\$121,200	Site Improvement, Other	Englewood Parks Gateway Enhancements (Phase II)	5.142857	6
South Suburban Park and Recreation District	\$400,000	\$266,100	\$666,100	Site Improvement, Community Park, Playground	Charlie Emley Park Improvements	6.428571	7
South Suburban Park and Recreation District	\$400,000	\$170,000	\$570,000	Site Improvement, Community Park, Playground	Sterne Park Playground and Restroom Renovation	8.142857	8
City of Aurora	\$137,252	\$61,698	\$198,950	Trail Project	Citywide Trail Amenities and Wayfinding Improvements Phase I - Toll Gate Creek	8.714286	9
Cherry Creek Vista Park and Recreation District	\$304,000	\$101,500	\$411,300	Site Improvement, Community Park, Playground	Windemere Park Site Construction Project	10.571429	10
Goodman Metro District	\$258,500	\$656,234	\$930,734	Site Improvement	Central Park - Phase I	10.857143	11
City of Cherry Hills Village	\$400,000	\$450,000	\$850,000	Site Improvement	John Meade Park Design & Phase I Construction	11.571429	12
Total Awards	\$2,638,481	\$1,465,270	\$4,109,551				
Planning Grants							
Town of Bennett	\$56,700	\$6,300	\$63,000	System Plan for Trail Project	Kiowa Creek Trail Planning Phase II	2.111111	1
Byers Park and Recreation District	\$24,200	\$3,000	\$28,000	Site Plan for Community Park and Playground	Byers Community Park Renovation - Phase 3	2.222222	2
City of Sheridan	\$50,000	\$5,555	\$55,555	System Plan for Trail Project	Phase II Planning Grant for Bear Creek Trail/Lowell Crossing	2.555556	3
City of Centennial	\$50,000	\$50,000	\$100,000	Agency Plan	Open Space, Trails and Recreation Master Plan Update	3.111111	4
Cherry Creek Vista Park and Recreation District	\$45,000	\$5,000	\$50,000	Site Plan for Community Park and Playground	Cherry Creek Vista II Park Site Plan	5.111111	5
Copperleaf Metro District #2	\$72,763	\$9,250	\$87,013	System Plan for Trail Project	Copperleaf Trails Project	5.888889	6
City of Aurora	\$67,500	\$7,500	\$75,000	Agency Plan	Citywide Tennis Needs Assessment	7.000000	7
Total Awards	\$225,900	\$69,855	\$296,555				
Small Grants							
City of Cherry Hills Village	\$40,000	\$178,215	\$218,215	Trail Project	High Line Canal Trail Connection	1.142857	1
City of Greenwood Village	\$35,000	\$35,000	\$70,000	Construction Project, Community Park	Outdoor Exercise Equipment for Seniors	2.142857	2
City of Cherry Hills Village	\$27,000	\$3,000	\$30,000	Trail Project	High Line Canal Trail Resurfacing	2.714286	3
Total Awards	\$102,000	\$216,215	\$318,215				
Spring Grant Cycle Total Awards	\$2,966,381	\$1,751,340	\$4,724,321				
22 Applications Received from 13 Different Agencies: 12 Standard Grants, 7 Planning Grants, 3 Small Grants	Projected Awards: 6 or more Standard Grants, 4 Small Grants, 5 Planning Grants = Maximum of \$3M	Recommended Awards: 10/12 Standard Grants, 5/7 Planning Grants, 3/3 Small Grants					



ARAPAHOE COUNTY
PROTECT. CONNECT. ENJOY.

OSTAB Recommendation

Date: April 25, 2016

To: Board of County Commissioners

From: Open Space Trails and Advisory Board (OSTAB)

Subject: **Spring 2016 Open Space Grant Cycle – Ranking of Proposals & Recommendation**

OSTAB Recommendation: After reviewing the results of grant proposal evaluations and rankings for the Spring 2016 Grant Cycle as an action item on this date, the evaluation team composed of five (5) County Staff and four (4) OSTAB members recommends to the BOCC that the County approve grant funding for the Spring 2016 Grant Cycle as follows: “Fund the highest ranked and qualified Standard Grants (total of 10); fund the highest ranked and qualified Planning Grants (total of 5); fund all qualified Small Grants (total of 3), totaling \$2,966,381, as presented in the attached Spring 2016 Grant Cycle Ranking Sheet for Open Space Grant Proposals. All grant awards are subject to available funds and the execution of an Intergovernmental Agreement (IGA) within 60 days of award notification unless otherwise approved by County Grants Program Administrator between the County and each grant applicant for each project.”

Motion by: Ron Weidmann

Seconded by: Harriet LaMair

Vote: 6 Yes

 0 No

 0 Absent and Excused

 0 Abstain



ARAPAHOE
LIBRARIES
LET'S FIND OUT



2016 STRATEGIC PLAN AND BUDGET

ARAPAHOE LIBRARIES

12855 E. Adam Aircraft Cir.
Englewood, CO 80112
303-LIBRARY
arapahoelibraries.org

2016 STRATEGIC PLAN

During 2016, the Arapahoe Libraries Strategic Plan will continue to focus on the ongoing strategic initiatives of Programming, Space, Advisory Services, Technology, Customer Service, Early Childhood Literacy and Rebranding. In addition, based on the needs and the changing demographics of our service area, we are adding a new Strategic Initiative this year: Services for Older Adults.

SPACE

Coffee Shop Remodel at Smoky Hill Library

Patrons were certainly *surprised and delighted* by the new Koelbel Café during 2015, and similar results are expected for the Smoky Hill coffee shop in 2016. Given the success at Koelbel, it is no surprise that the same amount of intention, effort, strategy and resources will be used to update the café at Smoky Hill Library during 2016. Although the improved product and well-trained baristas are already in place at Smoky Hill, there is still ample room for enhancements with regard to the space, environment, design and placement of the Friends' Used Book Store.

Radio Frequency Identification (RFID) and Automated Materials Handling

To streamline services and *strive for simplicity* in the future, the Arapahoe Libraries hope to explore and perhaps purchase tools to improve the handling of the physical collection through Radio Frequency Identification (RFID) and Automated Materials Handling at the larger volume libraries. Such enhancements would result in even more effective delivery of materials to patrons.

New Branch on Eastern Plains

To provide an improved library experience (*making every experience matter*) for our patrons in Byers and Deer Trail, the Arapahoe Libraries will

research options for building a new library on the Eastern Plains. The Board will evaluate the best location for a new library and determine budget and project timeline options, with the intent to start the building project sometime in 2017.

Eloise May Library Children's Area Remodel

In our continual effort to make the best use of space at Eloise May Library and *make every experience matter* for our patrons, we envision a division between the children's area and the rest of the library. Patrons have frequently shared feedback that the library is too noisy, which could be attributed to children enjoying the library. Our plan is to expand the children's area so there is ample room for storytimes, learning through play and Arapahoe Libraries' next Family Place Library. The ultimate goal would be to provide more room to our patrons.

TECHNOLOGY

Coding, Makerspaces and Media Labs

As technology becomes even more entrenched into everyday use and the dependence on gadgets grows, the need to *make every experience matter* for patrons by expanding their basic technology skill set is becoming increasingly important. The ability to code (create statements or instructions that a computer processor can understand and act upon) is already a valuable skill being taught in schools; however, instruction sites for lifelong learners are more difficult to find and that is a need libraries can serve.

SERVICES FOR OLDER ADULTS

Expanding Existing Services for Older Adults

According to the Colorado State Plan on Aging, the number of people aged 65 and older increased by 32 percent between 2000 and 2010, while the state's population, in whole, increased 17 percent. This shift marks the first time in Colorado's history when the population over age 65 grew at a faster rate than the general state population. Arapahoe County is ranked third in Colorado for having the largest number of seniors ages 65 and older. Between 2000 and 2014, Arapahoe County's growth has been 87.1 percent in the age 60 and older population.

During 2016, Mobile Library Services will support expanded services for our *Very Important Patrons (VIPs)*, who are also seniors, by designating a librarian who is a subject matter expert in senior issues.

ADVISORY SERVICES

Expanded Services and Programs

Advisory Services by the Information Services Librarian team will continue to offer our patrons vetted and personalized recommendations on books, movies, music, e-resources and more. The ability to offer customized suggestions to patrons is one of the Arapahoe Libraries' strengths over private companies such as Amazon and Netflix, and is a great way to treat visitors to our libraries as *VIP (Very Important) Patrons*. Staff are able to take the time to delve deeper with our patrons to discover their interests to best match information and content to patrons' needs.

PROGRAMMING

Delivering a VIP experience through Programs and the 50th Anniversary Celebration

During 2016, Programming will focus on programs that allow patrons to experience the new brand by providing a *VIP experience*. The combination of programs that consistently entertain and inspire our patrons, as well as engaging performance experiences by staff and presenters will result in a VIP experience for both the audience and staff alike. Our 2016 programs will feature innovation, creativity and inquiry as a way to educate, entertain, engage and create community.

REBRANDING

Incorporate the new Arapahoe Libraries brand into all aspects of the organization. The four pillars of the new brand include:

VIP (Very Important Patrons): **Make every-day, ordinary experiences seem exemplary, and our patrons will start to feel like royalty.**

Surprise and Delight: **It's everyone's job to delight our patrons. Simple as that. Otherwise, they might very well go elsewhere.**

Make Every Experience Matter: What do we offer that cannot be had via an online transaction? The ability to see, touch and share experiences with others. That's our most important differentiator. Truly, experience is everything. Make every experience matter.

Strive for Simplicity: In today's ever more hectic world, the power of simplicity is emerging as an unbelievably convincing differentiator for brands. We need to strive to help our patrons break through the clutter in order to find what we have that's relevant to their lives, in the easiest way possible.

Through strategic planning and implementation, the leadership team will continue to guide Arapahoe Libraries' staff in ensuring these four pillars become cornerstones of the way patrons experience our libraries. As we deliver on it time and time again, this philosophy will become our brand promise, and will be seen in every aspect of the organization, including what we say, how we say it, how we act, what we do, who we hire and how we manage the budget. When people come to expect this from us, we'll know we are becoming successful in building the Arapahoe Libraries brand.

**Arapahoe Library District
General Fund
2016 Budget**

	2014 Actual	2015 Estimated	2016 Proposed	\$ Change	% Change
Fund Balance, Beginning of Year	\$ 15,384,699	\$ 11,614,636	\$ 10,208,474	\$ (1,406,162)	-12.1%
Revenue					
Property Tax	20,649,299	20,366,469	29,367,632	9,001,163	44.2%
Specific Ownership Tax	1,524,749	1,350,000	1,351,100	1,100	0.1%
Contracts and Grants	395,610	478,649	428,367	(50,282)	-10.5%
Miscellaneous Revenue	282,633	277,313	335,313	58,000	20.9%
Fines	292,728	212,835	210,000	(2,835)	-1.3%
Friends Foundation Contributions	152,295	70,000	100,000	30,000	42.9%
Interest Income	156,618	62,851	80,000	17,149	27.3%
Total Revenue	<u>23,453,932</u>	<u>22,818,117</u>	<u>31,872,412</u>	<u>9,054,295</u>	<u>39.7%</u>
Expenditures					
Library Operations					
Salaries	6,292,719	6,232,957	7,010,681	777,724	12.5%
Capital Outlay	4,053,798	1,028,000	645,000	(383,000)	-37.3%
Equipment and Noncapital Projects	211,234	185,482	453,925	268,443	144.7%
Literacy and Outreach	117,258	109,526	151,225	41,699	38.1%
Training	26,796	54,519	65,000	10,481	19.2%
Total	<u>10,701,805</u>	<u>7,610,484</u>	<u>8,325,831</u>	<u>715,347</u>	<u>9.4%</u>
Administrative and Executive Services					
Payroll Tax and Benefits	2,777,115	2,714,022	3,520,041	806,019	29.7%
Facility Operations and Maintenance	2,117,917	1,980,882	2,567,167	586,285	29.6%
Salaries	1,745,237	1,824,248	1,850,435	26,187	1.4%
Debt Service	1,537,560	1,542,340	1,540,860	(1,480)	-0.1%
Professional Fees	500,987	533,005	674,083	141,078	26.5%
Capital Outlay	0	0	130,000	130,000	100.0%
Equipment and Noncapital Projects	109,886	93,668	123,999	30,331	32.4%
Training	68,521	42,180	96,620	54,440	129.1%
Trustee and Executive Director	24,482	21,585	28,500	6,915	32.0%
Total	<u>8,881,705</u>	<u>8,751,930</u>	<u>10,531,705</u>	<u>1,779,775</u>	<u>20.3%</u>
Digital and Library Material Services					
Collection Materials	2,322,391	2,268,342	2,307,199	38,857	1.7%
Salaries	1,500,410	1,700,574	1,855,771	155,197	9.1%
Databases and E-Resources	1,062,057	971,434	891,771	(79,663)	-8.2%
Software and Maintenance	423,313	478,323	726,565	248,242	51.9%
Equipment and Noncapital Projects	614,585	502,368	574,404	72,036	14.3%
Telecommunications	265,706	265,835	303,292	37,457	14.1%
Capital Outlay	9,630	27,830	655,179	627,349	2254.2%
Training	21,816	18,591	36,000	17,409	93.6%
Total	<u>6,219,908</u>	<u>6,233,297</u>	<u>7,350,181</u>	<u>1,116,884</u>	<u>17.9%</u>
Communications, Programming, and Partnerships					
Salaries	805,103	1,004,627	1,213,164	208,537	20.8%
Communications	363,466	334,156	321,550	(12,606)	-3.8%
Programming	151,975	142,306	142,990	684	0.5%
Equipment and Noncapital Projects	54,805	126,565	130,250	3,685	2.9%
Community Partnerships	15,214	16,031	127,350	111,319	694.4%
Capital Outlay	27,265	0	350,000	350,000	100.0%
Training	2,749	4,883	14,000	9,117	186.7%
Total	<u>1,420,577</u>	<u>1,628,568</u>	<u>2,299,304</u>	<u>670,736</u>	<u>41.2%</u>
Total Expenditures	<u>27,223,995</u>	<u>24,224,279</u>	<u>28,507,021</u>	<u>4,282,742</u>	<u>17.7%</u>
Net Change in Fund Balance	<u>(3,770,063)</u>	<u>(1,406,162)</u>	<u>3,365,391</u>	<u>4,771,553</u>	<u>-339.3%</u>
Fund Balance, End of Year	<u>\$ 11,614,636</u>	<u>\$ 10,208,474</u>	<u>\$ 13,573,865</u>	<u>\$ 3,365,391</u>	<u>33.0%</u>



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: April 27, 2016
To: Board of County Commissioners
From: Todd Weaver, Budget Manager
Subject: 2016 First Quarter Budget Review

Purpose and Recommendation

The purpose of this study session is to update the Board of County Commissioners (BOCC) on the status of the 2016 County budget, to review the fiscal status of Arapahoe County, and identify issues that may arise in the near future. Various supplemental appropriation requests will be reviewed by the Executive Budget Committee and recommended for approval by the Board. These supplemental appropriation requests will be presented and the Board will be asked to review these proposals and decide which should go forward to a public hearing on May 24, 2016.

Background

Attached to this report is background information on the economy, major fund projections, and the list of requested supplemental appropriations as of the end of the 1st Quarter, 2016. The first section of the supplemental request materials identifies supplemental appropriation requests that would have an impact on the 2016 budget that require a Board discussion and decision to move forward. The second section shows supplemental appropriation requests that have a neutral impact on the 2016 budget from an expenditure standpoint and generally involve grant funds or additional revenue.

The 2016 budget was balanced and adopted on December 8, 2015. Since that date, supplemental appropriations, transfers and reappropriations have been added to the original adopted 2016 budget. This amended budget is the basis for department and elected office projections and supplemental appropriation requests. During the first quarter of 2016, some departments and offices have identified areas or issues requiring modifications to their budgets and have submitted these needs as supplemental appropriation requests. For the 1st Quarter of 2016, there are a number of supplemental requests for the 2016 budget that require a discussion and decision by the BOCC as well as a number that are budget neutral and have corresponding revenues to offset expenditures. A full list of all supplemental appropriation requests is included in the attached documentation.

The Executive Budget Committee (EBC) will meet to discuss these requests prior to the May 9th study session. The Finance Department will present the Committee's recommendations to the Board for their review and approval at the study session. Before making decisions on these amendments, the Board of County Commissioners may wish to consider the attached background information on the status of the economy and the current financial status of the County.

Departments and elected offices were asked to provide revenue and expenditure projections based on what they have seen through the end of the 1st Quarter of the 2016 budget year. The projections will

provide a look at where the County may be financially by the end of fiscal year 2016 and in future budget years based on certain assumptions. From this information, we have projected the fiscal status and have identified potential revenue and expenditure issues for five major County funds: the General Fund, Social Services Fund, Arapahoe Law Enforcement Authority Fund, Road and Bridge Fund, and the Capital Expenditure Fund.

Link to Align Arapahoe

The review of the County's fiscal status and financial projections for the future including adopting a balanced budget are in keeping with the County's objective of Fiscal Responsibility related to maximizing the County's financial sustainability and the responsible use of taxpayer funds.

Discussion

This presentation will cover a brief overview of revenue and expenditure forecast assumptions along with the financial forecasts for the five major funds. Supplemental requests as recommended by the Executive Budget Committee will also be discussed.

Alternatives

The Board of County Commissioners can give staff direction to advance the supplemental appropriation requests for formal adoption during a public hearing on May 24th or decide to not supplement the budget at this time.

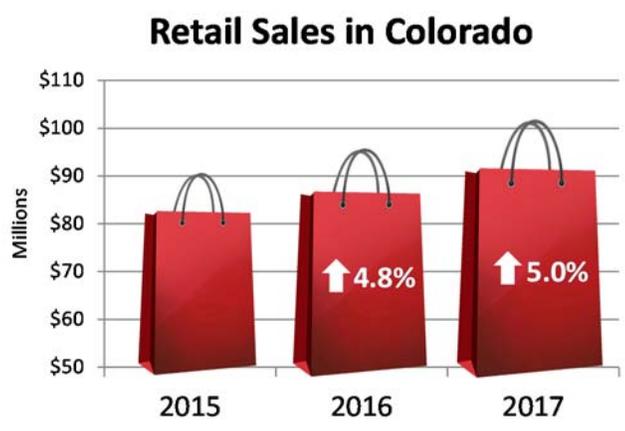
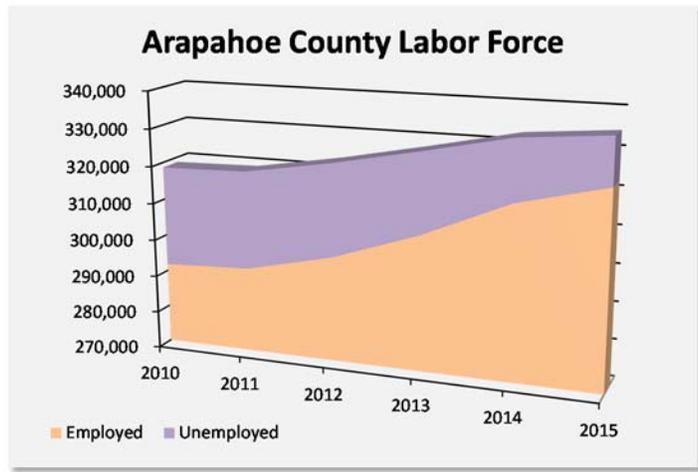
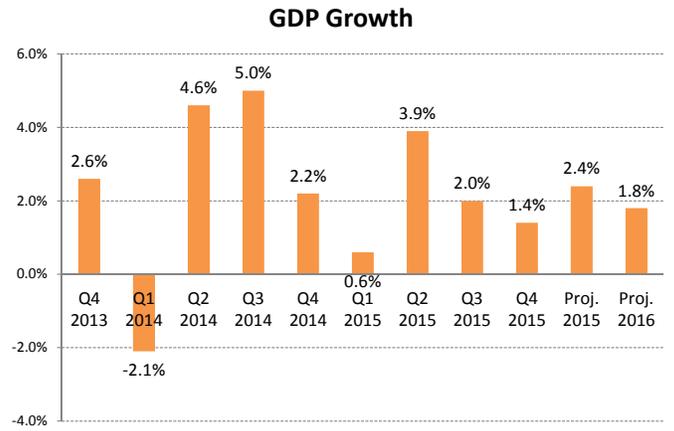
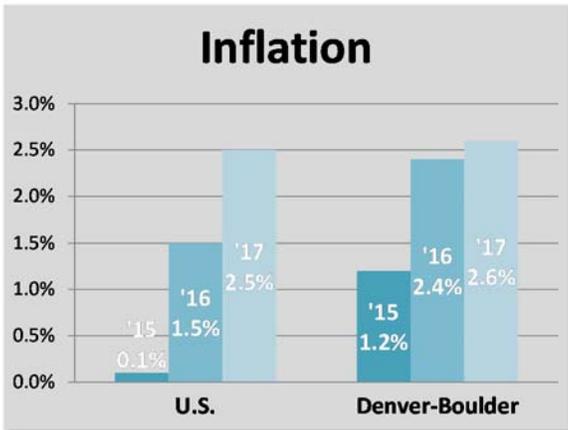
Fiscal Impact

The fiscal impact will be the net amount of supplemental requests approved during this study session to be formally adopted by resolution at a public hearing on May 24, 2016.

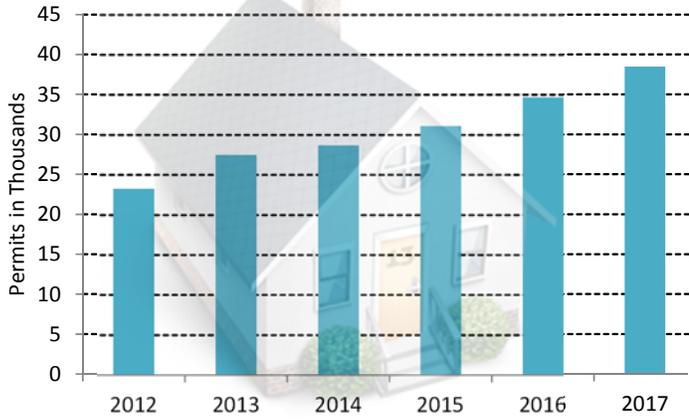
Approved By:

Janet J. Kennedy, Finance Director
John Christofferson, Deputy County Attorney

Economic Indicators – Q1 2016



Colorado Residential Permits

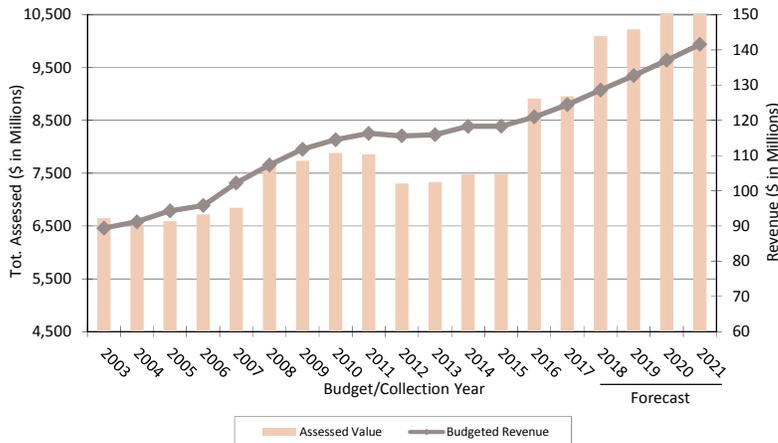


Colorado Nonresidential Construction

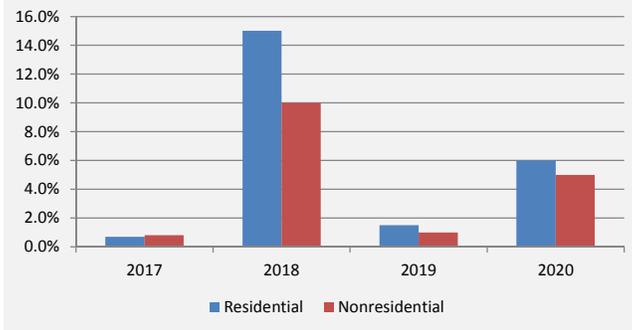


Projection Assumptions – Q1 2016

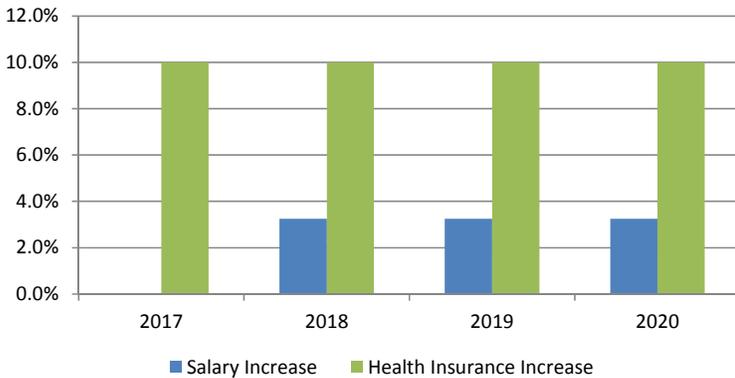
Total Assessed Value and Revenue Trend



Actual Value Growth Projections



Key Expenditure Growth Assumptions



Projection Assumptions

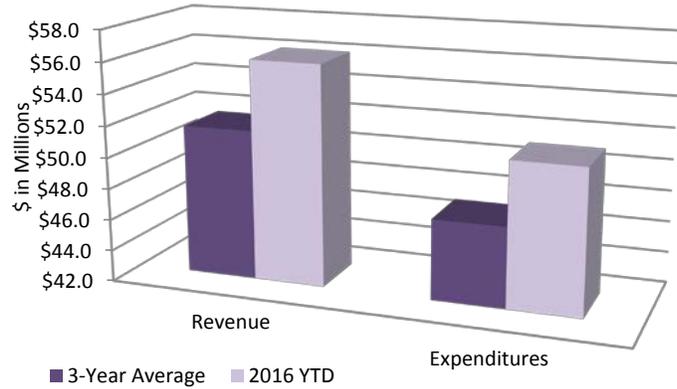
- Reviewed and adjusted growth in revenue accounts where appropriate
- Property tax projections made without preliminary figures from Assessor’s Office for 2017
- Forecast assumes baseline budget and does not include any estimate of budget packages or capital project transfers
- Small increases in some line items such as utilities, materials, and internal charges

General Fund – Q1 2016

Fast Facts

- General Fund mill levy for 2016 was 11.310 compared to 12.976 for 2015
- Mill levy for 2016 includes a temporary tax credit of 2.110 mills
- Funds 60% or 1,230.4 of the County's 2,042.65 full-time equivalent (FTE) positions

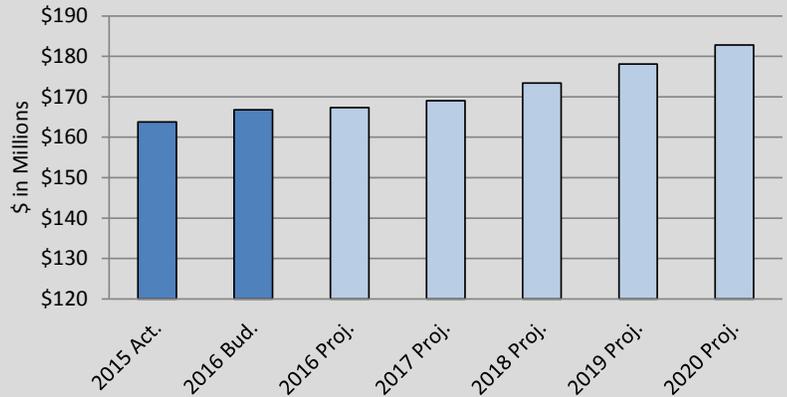
1st Quarter YTD Revenue and Expenditure Trend



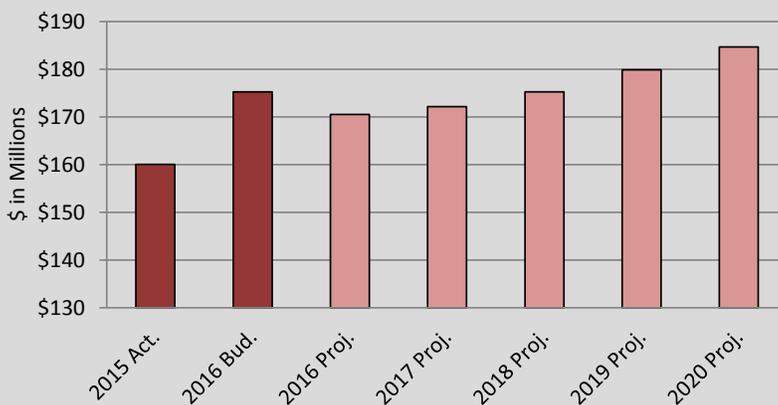
Key Points – Revenue

- Property tax revenue increase in 2016 budget of more than 3% over 2015 actual due to increase in assessed value
- Interest on Investments continues to be projected at a low level
- Extra Duty Revenue will be exclusively in the General Fund in 2016 and future (no longer partially in ALEA)
- Current revenue projected \$500,000 more than 2016 budget due to higher Clerk & Recorder charges for services

Revenue Trend



Expenditure Trend



Key Points – Expenditures

- 61% of the General Fund is for salary and benefit costs
- Amended budget for 2016 includes \$0.9 million in reappropriated funds
- Current projections show about \$3.5M in expenditure savings for 2016
- Forecast indicates growing expenditures for salaries, benefits, and other items
- Vacancy savings maintained at 2016 rate for forecast period – needs monitoring
- No provision for budget packages or capital transfers beyond 2016

General Fund – Q1 2016

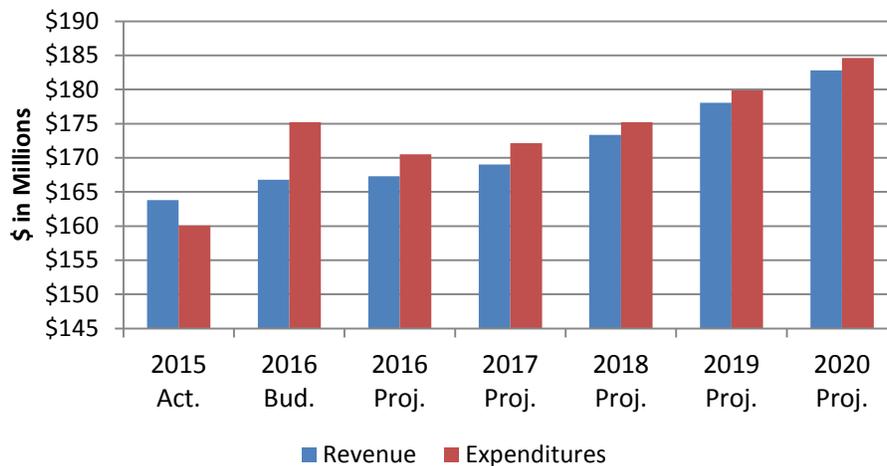
Key Points – Fund Balance

- 2015 year end fund balance is estimated at \$47.9 million
- Amended 2016 budget would result in \$8.5M in fund balance use which is up from \$7.8M in the adopted budget due to 4th quarter supplementals and reappropriations from 2015
- Projections for the 1st quarter show that estimated actual fund balance usage would only be \$3.2M
- Long-term projections show use of fund balance between \$1.8M and \$3.1M annually without estimate of capital

Fund Balance Trend and Forecast



Fund Revenues and Expenditures

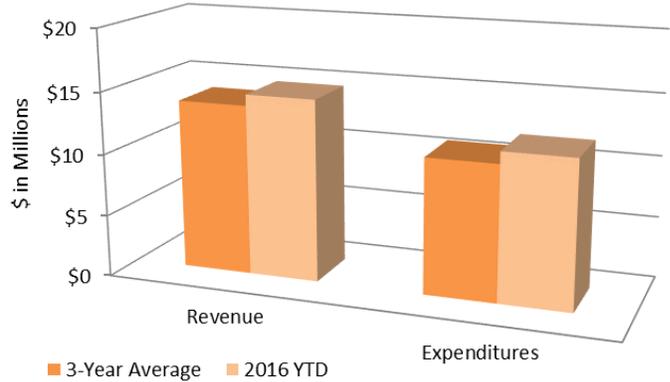


Social Services Fund – Q1 2016

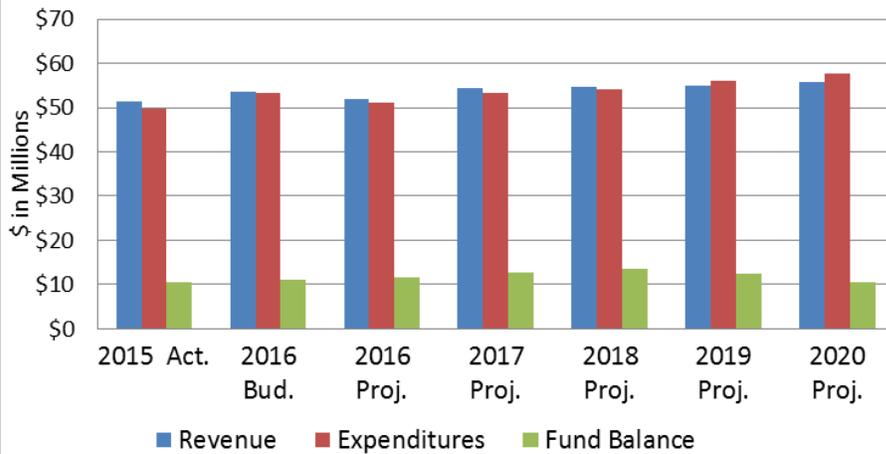
Fast Facts

- Funds 513.50 FTE – of which 42% are in Children Youth & Family Services and 32% in Community Support Services.
- Total State Allocations for SFY 2016 are \$75.4M, including EBT payments
- The 2016 mill levy for the Social services Fund is 1.379 mills
- Estimated transfer to General Fund is \$2.0M

1st Quarter YTD Revenue and Expenditure Trend



Total Revenue, Expenditures, and Fund Balance



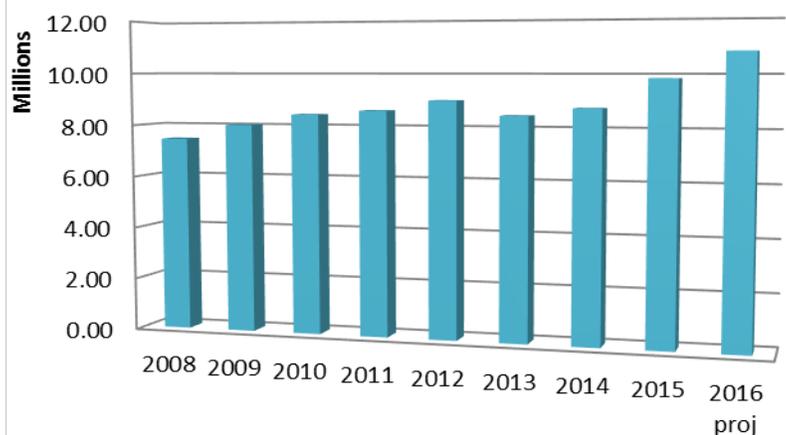
Key Points – Expenditures

- Employee salary and benefit costs comprise 64% of the total budget
- Some programs require a match of 0% to 20% of the total cost
- Currently projecting expenses to come in below budget at \$51.1M due to community program costs trending lower
- The 2015 Managed Care Savings will be used to offset County Share costs for 2016

Key Points – Revenues

- Trends for property tax growth will follow that of the General Fund
- Currently projecting collections slightly below the budget at \$52.0M
- Will be receiving an additional \$167,530 allocation from the State for Adult Protective Services to be used for additional FTE
- Child Welfare revenue is projected to increase by approximately \$970,000 due to additional grants received in 2016

Child Welfare Grant Revenue Trend

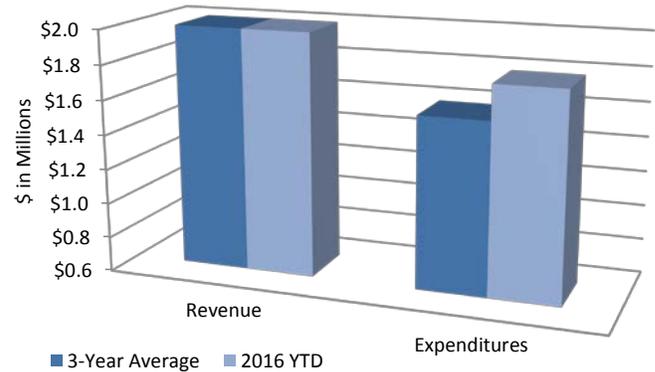


Law Enforcement Authority Fund – Q1 2016

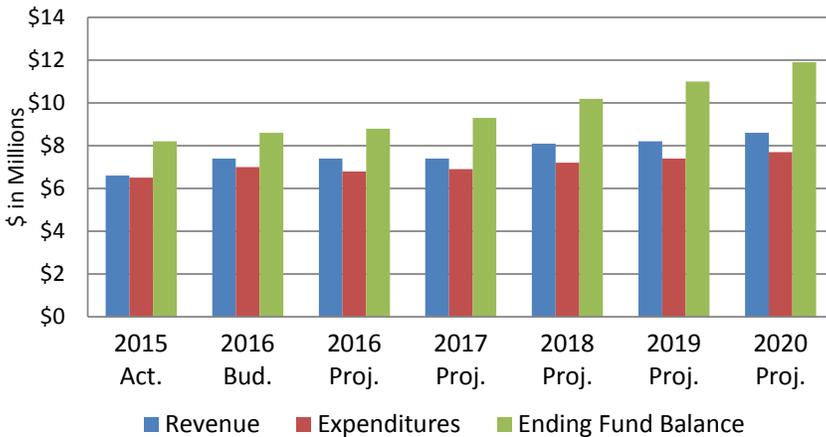
Fast Facts

- Funds 54.0 Patrol FTE who provide patrol services to unincorporated County
- Property tax mill levy for ALEA has been 4.982 since 1993
- Property tax is the largest source of revenue at nearly 86% of the 2016 budget
- Fund balance projected to increase by \$500,000 to \$900,000 for 2017-2020

1st Quarter YTD Revenue and Expenditure Trend



Total Revenue, Expenditures, and Fund Balance



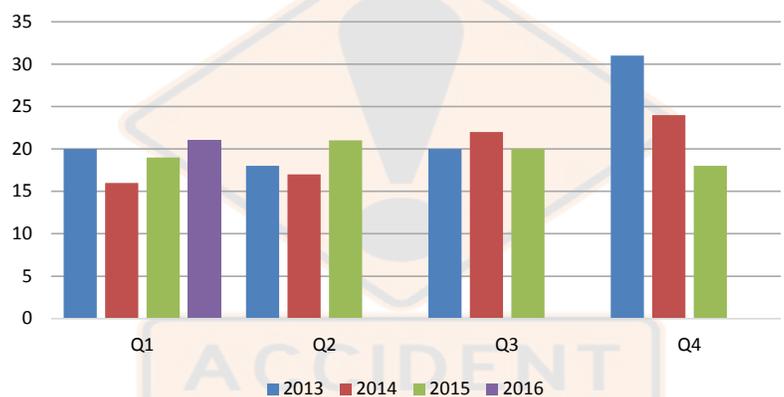
Key Points – Revenue

- Tax revenue increases or decreases each year in relation to assessed value
- Outlook for tax revenues is positive for 2017-2020 as assessed value increases
- Specific Ownership Tax has seen an increase of nearly \$80,000 since 2011
- DUI Fine revenue decreased in 2013 and 2014 but rebounded 14.1% to prior levels seen in 2012

Key Points – Expenditures

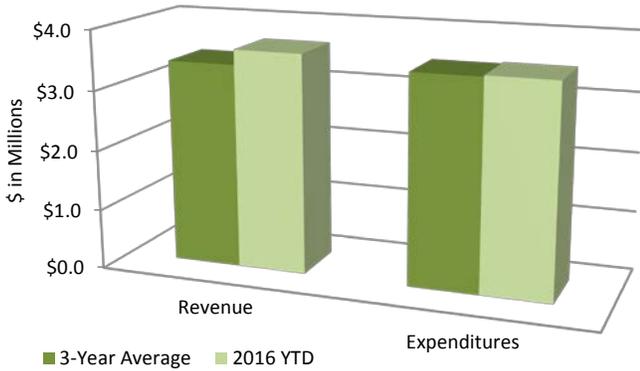
- Salary & Benefit costs make up more than 78% of the 2016 budget
- FTE count increased by 1.0 for 2016 for a Body Worn Camera Technician
- Supplies such as uniforms and operating supplies make up approximately \$300,000 of the total expenditures annually
- 2015 expenditures decreased 5% from 2014 primarily due to extra duty revenue expenses that were shifted to the General Fund in 2015

Accident Report by Quarter



Road & Bridge Fund – Q1 2016

1st Quarter YTD Revenue and Expenditure Trend



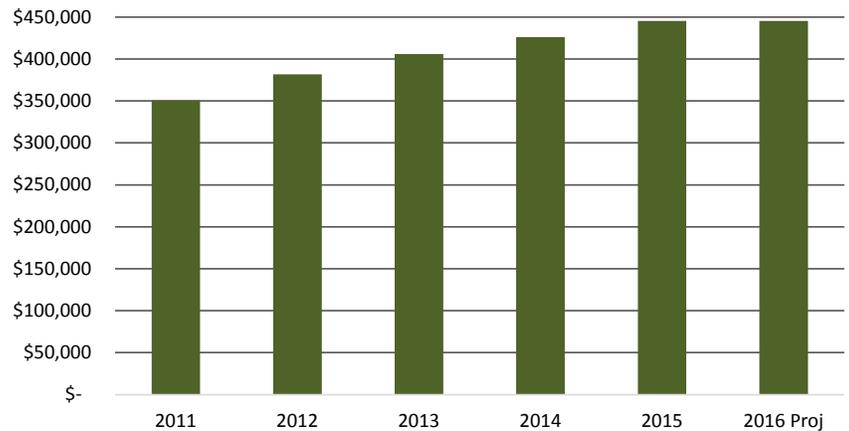
Fast Facts

- Home to 58.0 FTE that are responsible for road maintenance for the unincorporated portion of the County
- The fund shares back about 50% of the property tax revenue generated by cities and towns
- The Road & Bridge mill levy for 2016 is 0.654 mills

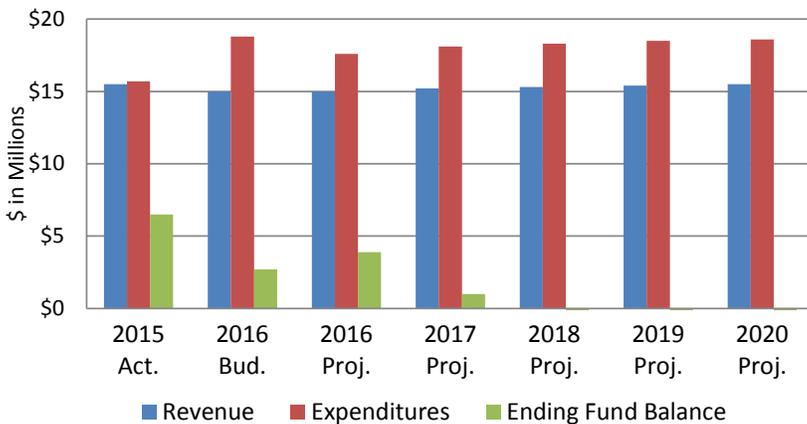
Key Points – Revenue

- Property taxes are held constant in this fund resulting in no growth for the forecast period from this source
- Highway Users Tax Fund (HUTF) is the largest source of revenue in the Road & Bridge Fund at 55%
- HUTF is projected to reach nearly \$9.0 million in the forecast period
- Oil & Gas severance tax has been allocated to this fund since 2012 and is 1% of the total revenue budget

Specific Ownership Tax Revenue



Total Revenue, Expenditures, and Fund Balance



Key Points – Expenditures

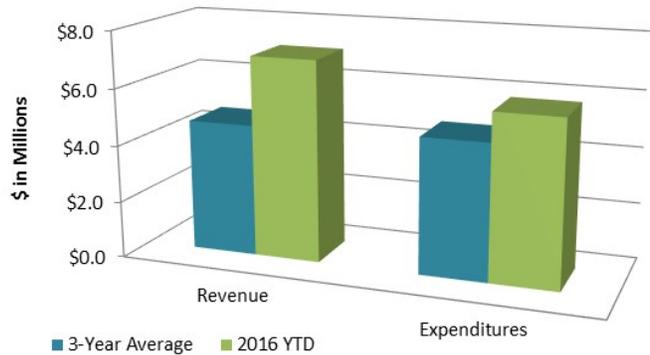
- Salary & Benefit costs make up 23% of total fund budget
- Contract Labor was increased by \$1.95M in 2016 to maintain the current Pavement Condition Index
- Forecast period shows a structural deficit with annual reductions to fund balance ranging from \$2.9M to \$3.4M primarily related to additional road maintenance
- Fund projected to go below reserve requirement in 2017 and fund balance depleted in 2018 due to increased costs

Capital Expenditure Fund – Q1 2016

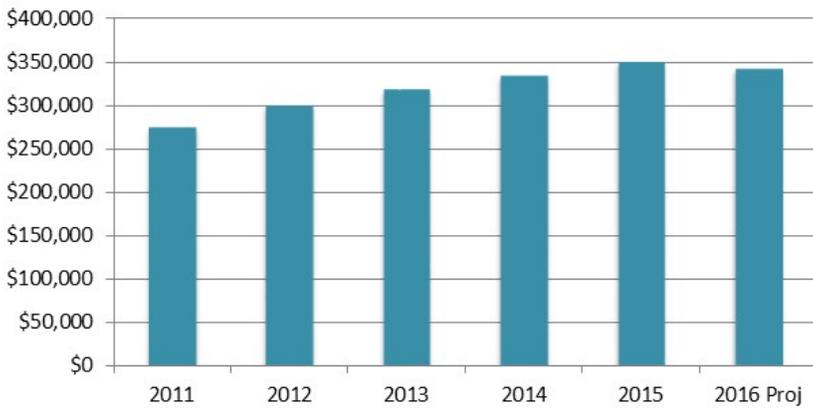
Fast Facts

- The majority of the 1st Quarter expenditure total is the transfer to the Infrastructure Fund
- There are 17 active CIP projects in the 2016 budget
- The amended budget is funded at \$18.7 million

1st Quarter YTD Revenue and Expenditure Trend



Specific Ownership Tax Revenue Trend



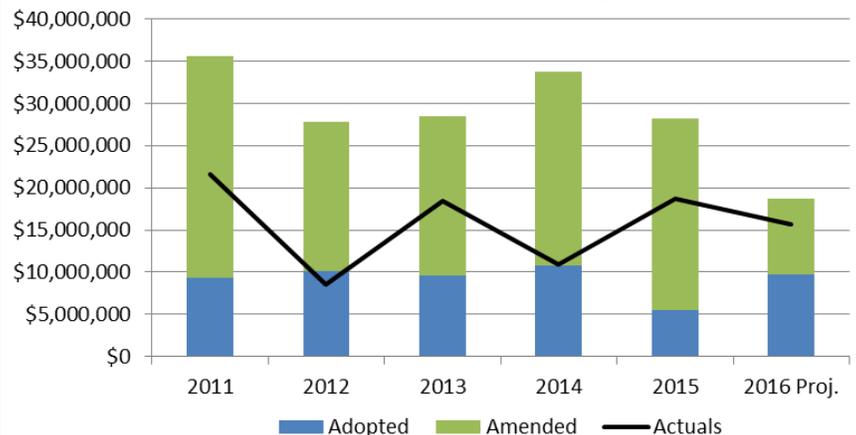
Key Points –Revenue

- Specific ownership tax has had a slight increase the past five years
- The average age of cars and light trucks on the road now is 11.4 years
- A slight decrease is expected for 2016 based on 1st Qtr. collections
- The other source of recurring revenue for this fund is property tax
- Property tax collection for 2016 is projected to be \$4.7 million by year-end

Key Points – Expenditures

- On average, about 51% of the amended budget is expended each year
- 83.5% is projected to be expended by 2016 year-end
- In 2015, 57.5% of the capital project budget was expended
- The bulk was for the Fairgrounds expansion and energy performance projects
- \$8.7 million was reappropriated for projects that were not completed during 2015

Capital Expenditure Budget



Detailed Fund Projections – Q1 2016

General Fund Projection									
(Dollars in Millions)	Actual	Adopted	Amend.	Project.	Forecast				
	2015	2016	2016	2016	2017	2018	2019	2020	2021
Sources									
Taxes	104.0	107.3	107.3	107.4	109.5	113.0	116.9	120.7	124.9
Licenses & Permits	6.8	6.1	6.1	5.9	6.2	6.3	6.3	6.4	6.4
Intergovernmental	24.4	24.9	25.1	25.1	25.4	25.8	26.3	26.8	27.3
Charges for Services	20.8	20.5	20.5	21.8	20.8	21.1	21.4	21.7	22.0
Fines & Forfeits	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
Investment Earnings & Contrib.	1.7	1.2	1.2	1.0	1.2	1.2	1.2	1.2	1.2
Interfund Revenues & Rent	3.9	4.2	4.2	4.0	4.2	4.3	4.3	4.3	4.4
Transfers In	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other Financing Sources	1.2	0.9	1.6	1.4	0.9	0.9	0.9	0.9	0.9
Total Sources	163.8	165.9	166.8	167.3	169.0	173.4	178.1	182.8	188.0
Uses									
Salaries	79.8	82.5	83.1	82.9	84.0	86.7	89.5	92.4	95.4
Employee Benefits	22.7	24.2	24.4	23.0	25.4	26.9	28.6	30.3	32.2
Supplies	6.3	7.2	7.4	6.2	6.7	6.6	6.7	6.6	6.7
Services & Other	39.1	43.0	43.7	41.9	42.9	43.0	43.2	43.3	43.4
Community Programs	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Capital Outlay	0.1	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0
Central Services	2.2	2.8	2.8	2.6	2.8	2.8	2.9	2.9	3.0
Transfers Out	9.6	13.5	13.5	13.6	8.7	8.7	8.7	8.7	8.7
Other Uses/Miscellaneous	-	-	-	-	-	-	-	-	-
Total Uses	160.1	173.7	175.2	170.5	170.9	175.2	179.9	184.6	189.7
Net of Sources/Uses	3.7	(7.8)	(8.5)	(3.2)	(1.9)	(1.9)	(1.8)	(1.8)	(1.8)
Adjustments to Sources	-	-	-	-	-	-	-	-	-
Adjustments to Uses									
Budget Packages/Supplementals	-	-	-	-	-	-	-	-	-
Reappropriations	-	-	-	-	-	-	-	-	-
TABOR Refund	-	-	-	-	1.2	-	-	-	-
Other Adjustments	-	-	-	-	-	-	-	-	-
Total Adjustments to Uses	-	-	-	-	1.2	-	-	-	-
Total Net Sources/Uses	3.7	(7.8)	(8.5)	(3.2)	(3.1)	(1.9)	(1.8)	(1.8)	(1.8)
Cumulative Balance									
Beginning Funds Available	44.2	47.9	47.9	47.9	44.7	36.9	35.1	33.3	31.4
Change in Fund Balance	3.7	(7.8)	(8.5)	(3.2)	(3.1)	(1.9)	(1.8)	(1.8)	(1.8)
Ending Funds Available	47.9	40.1	39.4	44.7	41.6	35.1	33.3	31.4	29.7
Board Designated Reserve	17.2	18.2	18.2	18.2	18.8	19.3	19.8	20.3	20.9

Detailed Fund Projections – Q1 2016

Social Services Fund Projection									
(Dollars in Millions)	Actual	Adopted	Amend.	Project.	Forecast				
	2015	2016	2016	2016	2017	2018	2019	2020	2021
Sources									
Taxes	12.7	13.0	13.0	13.6	13.2	13.8	14.3	14.8	15.3
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	37.5	39.5	39.6	37.7	39.5	39.5	39.5	39.5	39.5
Charges for Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Investment Earnings & Contrib.	-	-	-	-	-	-	-	-	-
Interfund Revenues & Rent	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Other Financing Sources	1.2	1.0	1.0	0.7	1.0	1.0	1.0	1.0	1.0
Total Sources	51.3	53.5	53.6	52.0	53.7	54.3	54.8	55.3	55.8
Uses									
Salaries	25.3	26.0	26.0	26.2	26.8	27.7	28.6	29.5	30.5
Employee Benefits	7.4	8.0	8.0	7.8	8.5	8.9	9.4	10.1	10.7
Supplies	0.4	0.4	0.4	0.3	0.3	0.3	0.3	0.3	0.3
Services & Other	2.9	3.3	3.4	3.0	2.1	2.1	2.1	2.1	2.1
Community Programs	11.9	13.7	13.7	11.1	13.7	13.7	13.7	13.7	13.7
Capital Outlay	-	-	0.0	0.0	-	-	-	-	-
Central Services	1.4	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
Transfers Out	0.4	0.1	0.1	2.0	1.0	-	-	-	-
Other Uses/Miscellaneous	-	-	-	-	-	-	-	-	-
Total Uses	49.6	53.0	53.2	52.1	54.1	54.3	55.8	57.4	59.0
Net of Sources/Uses	1.7	0.5	0.4	(0.0)	(0.4)	(0.0)	(1.0)	(2.0)	(3.2)
Adjustments to Sources	-	-	-	-	-	-	-	-	-
Adjustments to Uses									
Budget Packages/Supplementals	-	-	-	-	-	-	-	-	-
Reappropriations	-	-	-	-	-	-	-	-	-
Other Adjustments	-	-	-	-	-	-	-	-	-
Total Adjustments to Uses	-	-	-	-	-	-	-	-	-
Total Net Sources/Uses	1.7	0.5	0.4	(0.0)	(0.4)	(0.0)	(1.0)	(2.0)	(3.2)
Cumulative Balance									
Beginning Funds Available	8.9	10.6	10.6	10.6	10.5	10.1	10.1	9.1	7.1
Change in Fund Balance	1.7	0.5	0.4	(0.0)	(0.4)	(0.0)	(1.0)	(2.0)	(3.2)
Ending Funds Available	10.6	11.0	11.0	10.5	10.1	10.1	9.1	7.1	3.9
Restrict/Commit/Assigned	(1.6)	(1.8)	(1.8)	(1.7)	(1.8)	(1.8)	(1.8)	(1.8)	(1.8)
Funds Available for Appropriation	9.0	9.3	9.2	8.8	8.4	8.4	7.4	5.3	2.2

Detailed Fund Projections – Q1 2016

ALEA Fund Projection									
(Dollars in Millions)	Actual	Adopted	Amend.	Project.	Forecast				
	2015	2016	2016	2016	2017	2018	2019	2020	2021
Sources									
Taxes	5.6	6.6	6.6	6.7	6.8	7.4	7.5	7.9	8.0
Licenses & Permits	(0.0)	-	-	-	-	-	-	-	-
Intergovernmental	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Charges for Services	0.2	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Fines & Forfeits	0.7	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5
Investment Earnings & Contrib.	0.1	-	-	-	-	-	-	-	-
Interfund Revenues & Rent	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Other Financing Sources	0.0	-	-	0.0	-	-	-	-	-
Total Sources	6.6	7.4	7.4	7.4	7.4	8.1	8.2	8.6	8.8
Uses									
Salaries	4.1	4.2	4.2	4.2	4.4	4.5	4.6	4.8	4.9
Employee Benefits	1.2	1.2	1.2	1.2	1.3	1.4	1.4	1.5	1.6
Supplies	0.2	0.3	0.3	0.2	0.3	0.3	0.3	0.3	0.3
Services & Other	0.4	0.6	0.6	0.6	0.4	0.4	0.5	0.5	0.4
Community Programs	-	-	-	-	-	-	-	-	-
Capital Outlay	-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Central Services	0.6	0.5	0.5	0.6	0.5	0.5	0.5	0.5	0.5
Transfers Out	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other Uses/Miscellaneous	-	-	-	-	-	-	-	-	-
Total Uses	6.5	7.0	7.0	6.8	6.9	7.2	7.4	7.7	7.9
Net of Sources/Uses	0.2	0.4	0.4	0.6	0.5	0.9	0.8	0.9	0.9
Adjustments to Sources	-	-	-	-	-	-	-	-	-
Adjustments to Uses	-	-	-	-	-	-	-	-	-
Budget Packages/Supplementals	-	-	-	-	-	-	-	-	-
Reappropriations	-	-	-	-	-	-	-	-	-
Other Adjustments	-	-	-	-	-	-	-	-	-
Total Adjustments to Uses	-	-	-	-	-	-	-	-	-
Total Net Sources/Uses	0.2	0.4	0.4	0.6	0.5	0.9	0.8	0.9	0.9
Cumulative Balance									
Beginning Funds Available	8.0	8.2	8.2	8.2	8.8	9.3	10.2	11.0	11.9
Change in Fund Balance	0.2	0.4	0.4	0.6	0.5	0.9	0.8	0.9	0.9
Ending Funds Available	8.2	8.6	8.6	8.8	9.3	10.2	11.0	11.9	12.7
Policy Reserve	(1.1)	(1.2)	(1.2)	(1.2)	(1.2)	(1.2)	(1.2)	(1.3)	(1.3)
Funds Available for Appropriation	7.1	7.5	7.5	7.7	8.2	9.0	9.7	10.6	11.4

Detailed Fund Projections – Q1 2016

Road & Bridge Fund Projection									
(Dollars in Millions)	Actual	Adopted	Amend.	Project.	Forecast				
	2015	2016	2016	2016	2017	2018	2019	2020	2021
Sources									
Taxes	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2
Licenses & Permits	0.3	0.3	0.3	0.3	0.3	0.4	0.4	0.4	0.4
Intergovernmental	8.9	8.4	8.4	8.5	8.6	8.7	8.8	8.9	9.0
Charges for Services	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Investment Earnings & Contrib.	-	-	-	-	-	-	-	-	-
Interfund Revenues & Rent	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Other Financing Sources	0.0	0.1	0.1	0.0	0.1	0.1	0.1	0.1	0.1
Total Sources	15.5	15.0	15.0	15.0	15.2	15.3	15.4	15.5	15.7
Uses									
Salaries	3.0	3.2	3.2	2.9	3.3	3.4	3.5	3.6	3.7
Employee Benefits	1.0	1.1	1.1	1.0	1.1	1.1	1.2	1.3	1.4
Supplies	2.0	2.4	2.5	2.2	2.5	2.5	2.6	2.7	2.8
Services & Other	6.8	8.2	9.0	8.8	8.2	8.2	8.2	8.2	8.2
Community Programs	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Central Services	2.4	2.6	2.6	2.3	2.6	2.6	2.6	2.6	2.6
Transfers Out	0.6	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Other Uses/Miscellaneous	-	-	-	-	-	-	-	-	-
Total Uses	15.7	17.9	18.8	17.6	18.1	18.3	18.5	18.8	19.1
Net of Sources/Uses	(0.2)	(2.9)	(3.8)	(2.6)	(2.9)	(3.0)	(3.1)	(3.3)	(3.4)
Adjustments to Sources	-	-	-	-	-	-	-	-	-
Adjustments to Uses	-	-	-	-	-	-	-	-	-
Budget Packages/Supplementals	-	-	-	-	-	-	-	-	-
Reappropriations	-	-	-	-	-	-	-	-	-
Other Adjustments	-	-	-	-	-	-	-	-	-
Total Adjustments to Uses	-	-	-	-	-	-	-	-	-
Total Net Sources/Uses	(0.2)	(2.9)	(3.8)	(2.6)	(2.9)	(3.0)	(3.1)	(3.3)	(3.4)
Cumulative Balance									
Beginning Funds Available	6.7	6.5	6.5	6.5	3.9	1.1	(1.9)	(5.0)	(8.3)
Change in Fund Balance	(0.2)	(2.9)	(3.8)	(2.6)	(2.9)	(3.0)	(3.1)	(3.3)	(3.4)
Ending Funds Available	6.5	3.6	2.6	3.9	1.0	(1.9)	(5.0)	(8.3)	(11.7)
Restrict/Commit/Assigned	(2.6)	(3.0)	(3.1)	(3.1)	(3.0)	(3.0)	(3.1)	(3.1)	(3.2)
Funds Available for Appropriation	3.9	0.6	(0.5)	0.8	(2.0)	(5.0)	(8.1)	(11.4)	(14.9)

Detailed Fund Projections – Q1 2016

Capital Expenditure Fund Projection									
(Dollars in Millions)	Actual	Adopted	Amend.	Project.	Forecast				
	2015	2016	2016	2016	2017	2018	2019	2020	2021
Sources									
Taxes	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	5.0
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Investment Earnings & Contrib.	0.0	-	-	-	-	-	-	-	-
Interfund Revenues & Rent	-	-	-	-	-	-	-	-	-
Transfers In	0.1	4.9	5.2	5.2	-	-	-	-	-
Other Financing Sources	1.5	-	-	-	-	-	-	-	-
Total Sources	6.4	9.7	10.0	10.0	4.9	4.9	4.9	4.9	5.0
Uses									
Salaries	-	-	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-	-	-
Supplies	0.4	-	-	-	-	-	-	-	-
Services & Other	0.1	0.1	0.7	0.7	0.1	0.1	0.1	0.1	0.1
Community Programs	-	-	-	-	-	-	-	-	-
Capital Outlay	17.1	5.7	14.1	11.0	13.9	5.6	12.6	3.9	5.7
Central Services	-	-	-	-	-	-	-	-	-
Transfers Out	1.3	4.0	4.0	4.0	4.0	8.3	7.5	13.9	7.2
Other Uses/Miscellaneous	-	-	-	-	-	-	-	-	-
Total Uses	18.8	9.7	18.7	15.6	17.9	14.1	20.2	17.8	13.0
Net of Sources/Uses	(12.3)	-	(8.7)	(5.6)	(13.1)	(9.2)	(15.3)	(13.0)	(7.9)
Adjustments to Sources	-	-	-	-	-	-	-	-	-
Adjustments to Uses	-	-	-	-	-	-	-	-	-
Budget Packages/Supplementals	-	-	-	-	-	-	-	-	-
Reappropriations	-	-	-	-	2.9	-	-	-	-
Other Adjustments	-	-	-	-	-	-	-	-	-
Total Adjustments to Uses	-	-	-	-	2.9	-	-	-	-
Total Net Sources/Uses	(12.3)	-	(8.7)	(5.6)	(15.9)	(9.2)	(15.3)	(13.0)	(7.9)
Cumulative Balance									
Beginning Funds Available	22.7	10.4	10.4	10.4	4.8	4.8	(4.4)	(19.7)	(32.7)
Change in Fund Balance	(12.3)	-	(8.7)	(5.6)	(15.9)	(9.2)	(15.3)	(13.0)	(7.9)
Ending Funds Available	10.4	10.4	1.7	4.8	(11.1)	(4.4)	(19.7)	(32.7)	(40.6)
Restrict/Commit/Assigned	-	-	-	-	-	-	-	-	-
Funds Available for Appropriation	10.4	10.4	1.7	4.8	(11.1)	(4.4)	(19.7)	(32.7)	(40.6)

Supplemental Requests – Q1 2016

Significant Supplemental Requests:

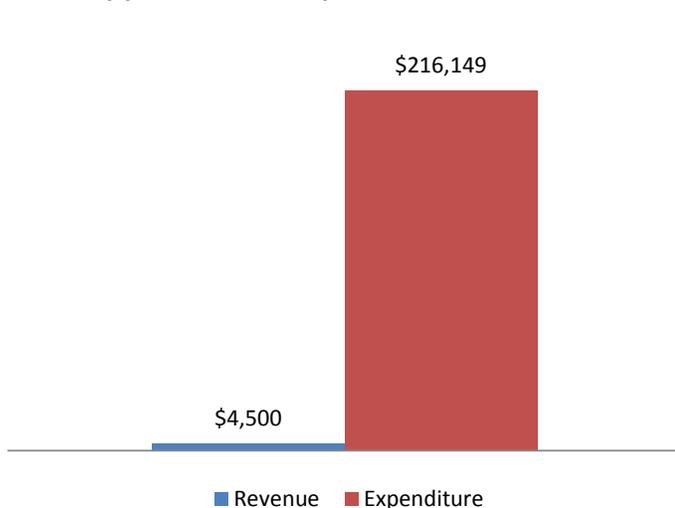
General Fund

- Reduce \$150,000 from transfers from General Fund to Capital Expenditure Fund and to the Infrastructure Fund for a sidewalk project that won't be completed and appropriate \$300,000 in the General Fund for Public Works & Development Department's Land Development Code project
- Appropriate \$36,519 for Community Resources Department and increase FTE count by 1.00 for Pretrial Officer for Judicial services Division to be added early in the 3rd quarter of 2016
- Appropriate \$45,000 for Coroner's Office to cover overtime for staff shortage, over-hire for retiree to train replacement along with the retirement payout
- Appropriate \$130,130 and increase FTE count by 2.00 in the Sheriff's Office for Court Services deputies related to the court order related to juvenile restraints

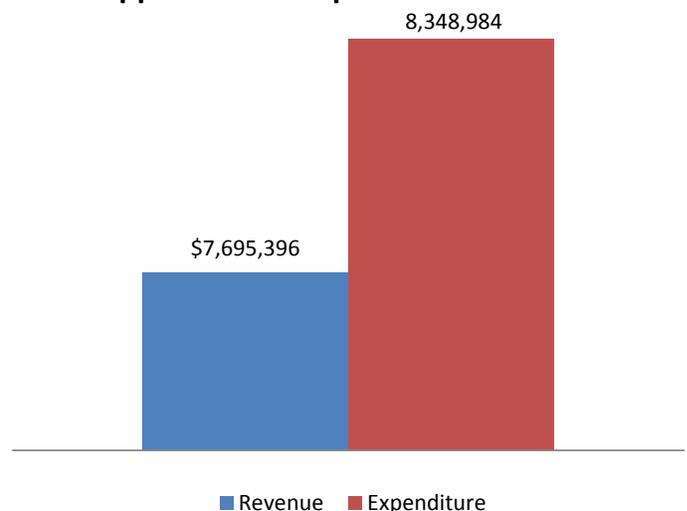
Other Funds

- Appropriate \$30,000 in Road & Bridge Fund and recognize and appropriate \$30,000 in the Central Services Fund for the increased cost for a screen plant fixed asset purchase that was not included in the 2016 budget
- Appropriate \$500,000 in the Self-Insurance Workers Comp Fund for additional anticipated claim payments
- Recognize \$164,530 and appropriate \$205,663 and increase FTE count by 3.00 in Social Services Fund for Adult Protection Services that is partially offset by additional state funding
- Recognize and appropriate \$1,350,539 and \$317,918 in the Grant Fund for Community Resources Department and Sheriff's Office respectively for unspent grant funds from 2015
- Recognize and appropriate \$1,720,936 in the Homeland Security Fund for the Sheriff's Office for prior year unspent grants
- Recognize and appropriate \$4,299,563 in the Lease Purchase Fund for a transfer from Building Finance Corp Fund for debt service payments of refunded COPs for CentrePoint Plaza and the Sheriff/Coroner Building
- Appropriate \$78,660 on Open Space Sales Tax Fund due to adjustments made after reappropriations

Supplemental Requests - General Fund



Supplemental Requests - Other Funds



Supplemental Appropriation Requests - Q1 2016

Fund Name	Department	Revenue Amount	Expense Amount	FTEs	Description
2016					
Discussion needed:					
General Fund	Admin Services	\$ -	\$ (150,000)	-	Reduce transfer from GF to CEF for Infrastructure project that will not be performed
General Fund	Community Resources	-	36,519	1.00	Additional Pretrial Officer for Judicial Services Division to add in 3rd quarter of 2016
General Fund	Coroner	-	45,000	-	\$20K to cover overtime to cover shortage, \$5K for 6 wk employment overlap and \$20K for retirement payout
General Fund	Public Works & Development	-	150,000	-	Increase Planning & Zoning budget for Land Development Code project
General Fund	Sheriff	-	130,130	2.00	2 FTEs for Court Services Section at Detentions Facility related to juvenile restraint order
General Fund	Sheriff	-	-	-	Transfer \$6K to Central Services Fund for truck that Sheriff's Office has received replacement for but will retain old vehicle rather than send to auction
General Fund	Sheriff	-	-	-	Request 4 fixed asset numbers to purchase TVI training bumpers with existing funding in the General Fund
<i>SUBTOTAL General Fund</i>		<u>\$ -</u>	<u>\$ 211,649</u>	<u>3.00</u>	
Capital Expenditure Fund	Admin Services	(150,000)	(150,000)	-	Reduce transfer to Infrastructure Fund for sidewalk project that will not be performed
Central Services Fund	Public Works & Development	30,000	30,000	-	Increase transfer to Central Services Fund for additional cost for screen plant fixed asset purchase
Central Services Fund	Sheriff	6,000	-	-	Transfer \$6K to Central Services Fund for truck that Sheriff's Office has received replacement for but will retain old vehicle rather than send to auction
Infrastructure Fund	Public Works & Development	(150,000)	(150,000)	-	Reduce transfer to Infrastructure Fund for sidewalk project that will not be performed
Road & Bridge Fund	Public Works & Development	-	30,000	-	Increase transfer to Central Services Fund for additional cost for screen plant fixed asset purchase
Self-Insurance Workers Comp Fund	County Attorney	-	500,000	-	Increase expenditure budget to cover additional anticipated claims payments
Social Services Fund	Human Services	164,530	205,663	3.00	3 FTE and operating supplies for Adult Protection Services (1 supervisor and 2 caseworker Bs) partially offset by additional state funding
TOTAL Discussion Needed		<u>\$ (99,470)</u>	<u>\$ 677,312</u>	<u>6.00</u>	
New Revenue/Budget Cleanup					
General Fund	Community Resources	\$ 4,500	\$ 4,500	-	Recognize and appropriate additional sponsorship for 2016 Volunteer Appreciation Event
<i>SUBTOTAL General Fund</i>		<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>-</u>	
Building Finance Corp Fund	Admin Services	-	-	-	Transfer funds to Lease Purchase Fund for 2015 COP Refi payments
Central Services Fund	Information Technology	-	-	-	Combine fixed assets for IT 302119 for total of \$56K (302119, 302269 & 301454) and 302116 for total of \$151K (302116 & 301775)
Fair Fund	Open Spaces & Intergovernmental Relations	-	9,795	-	Additional reappropriations due to adjustments made by accountants after reappropriations were completed
Grant Fund	Community Resources	1,350,539	1,350,539	-	Recognize and appropriate unspent grant funds from first half of fiscal year 15/16 for Community Corrections
Grant Fund	Sheriff	317,918	317,918	-	Roll forward of grant funds from prior years for Sheriff's Office
Homeland Security Grant Fund	Sheriff	1,720,936	1,720,936	-	Roll forward of Homeland Security grants from 2015 and prior years
Lease Purchase Fund	Admin Services	4,299,563	4,299,563	-	Transfer funds from Building Finance Corp for 2015 COP Refi payments
Open Spaces Sales Tax Fund	Open Spaces & Intergovernmental Relations	-	78,660	-	Additional reappropriations due to adjustments made by accountants after reappropriations were completed
Social Services Fund	Human Services	105,910	105,910	-	IV-E deferred revenue for playground
TOTAL New Revenue/Budget Cleanup		<u>\$ 7,799,366</u>	<u>\$ 7,887,821</u>	<u>-</u>	



Board Summary Report

Date: April 28, 2016
To: Board of County Commissioners
From: David Bessen, Information Technology Director
Subject: Extension of Xerox Managed Print Services Agreement

Request and Recommendation

The purpose of this report is to request that Xerox be retained as the County's Managed Print Services vendor for the next five years and that a Select Source Bid Waiver be approved to allow a contract revision to be put into place.

A Select Source Bid Waiver is being sought on grounds of this being in the best interest of the County and due to the impracticality of changing managed print vendors. It took over two years for the County to switch from using Canon devices to the Xerox Managed Print Services, consuming large amounts of resource time. The complexity of repeating this process, were the County to change print vendors, will likely exceed the costs of any cost savings potentially associated with a vendor change. Thus, we are proposing that the Board of County Commissioners grant the Select Source Bid Waiver and permit a five year extension to the existing contract with Xerox, subject to annual appropriations.

Background

The County contracted with Xerox for managed print services in August 2013. The goal of this project was to lower the overall costs of printing and copying across the County and to move to a vendor who would service equipment in a timely fashion. Significant savings have been achieved as a result of the project. Nearly 700 printing, copying, FAXing and scanning devices have been removed the County's fleet of devices, toner savings are estimated at approximately \$200,000 annually and Xerox is providing on-site service through a County-dedicated technician. Processes have been put in place for acquiring consumables and obtaining repair services, as well as for managing any request for new or additional devices.

Xerox has proposed a revision to our existing contract, which would allow the County to take advantage of Xerox's more robust print management services. This newer program would allow for print governance—directing printing to the most cost effective devices, "follow me" print services—which allow a print job to be sent from one facility and printed out at a printer in another facility, and a better ability to manage any moves, additional devices, or removal of devices. In addition, from a security perspective, County door badges will be enabled on the Xerox devices to release print jobs. This will allow for better security as well as for management of printing and accounting down to the individual level.

Xerox is proposing to offer these greater services at no additional expense; in fact, they are estimating that we will save approximately \$30,000 annually by moving to this new program. The County will need to acquire three servers and software licenses, costing approximately \$24,000, in the first year of the

program, thereby offsetting some of the savings. However, as part of the contract revision, Xerox is requesting a five-year extension of the contract, even though we are only 2-1/2 years through the initial contract.

Discussion

We recommend that the Board of County Commissioners grant the bid waiver and allow the extension of the contract by five years. At this point, the cost of going out to RFP and potentially changing vendors to implement a different managed print solution would be resource intensive and any potential savings would likely be offset by the large effort of implementing a new solution. In addition, from an organizational perspective, it has taken many months to develop, implement and adopt the new processes associated with the current managed print solution; to change vendors and to implement a new solution would tax county staff again. These considerations would suggest that changing vendors at this point in our relationship with Xerox would be a costly move and therefore is not recommended.

Alternatives

Rather than extending the Xerox contract for five more years, our alternative is to simply wait until our Xerox contract approaches expiration in 2018 and then issue a new RFP, with the prospect that we could go through the costly exercise of changing vendors at that point. In addition, we would be forgoing any savings that will likely accrue from implementing the more robust managed print solution that Xerox has proposed, which are estimated at about \$75,000 between now and the expiration of the existing contract.

Reviewed by

This recommendation was presented to the Finance department and received their approval.
John Christofferson, Deputy County Attorney



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER OF PURCHASING POLICIES

WAIVER OF SOLICITATION <input type="checkbox"/>	WAIVER OF QUOTE <input type="checkbox"/>
PROPRIETARY <input type="checkbox"/>	SELECT SOURCE <input checked="" type="checkbox"/>
FOR INFORMATION ONLY <input type="checkbox"/>	

DESCRIPTION OF PROJECT: Extension of Managed Print Service Contract with Xerox

PRICE: est. \$500,000/year ANNUAL MAINTENANCE: \$ 0

FIXED ASSET Yes No FIXED ASSET #

COST CENTER All Depts/Offices G/L # IO #

JUSTIFICATION (Provide Vendor name, How were they selected, Why requesting to waive purchasing policy process): Xerox was chosen as the County's managed print vendor through a RFP process in 2013. In the past 2-1/2 years, all of the Canon devices have been replaced by Xerox MFDs, nearly 700 devices (printers, FAX machines, scanners) have been retired and savings in toner alone are estimated at approximately \$200,000 annually. In addition, processes have been established to control manage any growth in the demand for printer/copying devices.

Xerox has proposed a revision to our contract that will enable us to use badges to release print jobs, to establish print governance that drives printing to lower cost devices and to enable "follow me" printing to permit printing from any Xerox device anywhere in any County facility. This revision is expected to lower our annual cost by approximately \$30,000, not including any savings from the print governance program. There will be an associated hardware and software cost (approximately \$24,000) that will offset much of this savings in Year 1, but thereafter the full annual savings should be realized.

As part of this revision, Xerox is requesting that we agree to a five year duration from the date of signing, making the total duration of the Xerox contract 7-1/2 years. Realistically, the costs of issuing a new RFP and the possibility of replacing Xerox as our managed print vendor would be significantly greater and more taxing on County resources than any savings likely to be gained by going with another vendor. Thus, we are seeking this contract extension.

David Bessen _____
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



Board Summary Report

Date: April 26, 2016
To: Board of County Commissioners
Through: Shannon Carter, Open Spaces Director
From: Glen Poole, Open Space Operations Manager
Subject: Cash in a Flash, ATM Services Provider 2016 Arapahoe County Fair

Direction/Information: Arapahoe County Fairgrounds staff is requesting approval to establish a revenue based contract with Cash in a Flash for ATM services for the 2016 Arapahoe County Fair and for three one year contract renewal options.

Request and Recommendation

Per purchasing policy for revenue producing vendors Fairgrounds staff is requesting approval of the Special Event and Use License Agreement to utilize Cash in a Flash as the ATM services provider for the Arapahoe County Fair.

Background

Arapahoe County Fair is the largest single public event managed by Arapahoe County Open Spaces. The 2016 Arapahoe County Fair will be the tenth annual County Fair held at the present facility since the Event Center opened in July of 2006. The Fair event has shown continuous growth and offers significant economic impact to the City of Aurora and Arapahoe County.

Cash in a Flash has provided ATM services for the Arapahoe County Fair for several AC Fairs and has proven to be dependable, provides equipment that is in good working order, is professional in appearance and has provided responsive customer service. Cash in a Flash will provide on-site ATM services for the convenience of Arapahoe County Fairgoers.

Links to Align Arapahoe

The proposed Select Source Purchasing Waiver will support the following Align Arapahoe outcomes:
Quality of Life: The Waiver will allow Fairgrounds staff to utilize one of the County Fair's historic ATM services vendors who provides quality equipment and responsive customer services to the Fair event.
Fiscal Responsibilities: Cash in a Flash equitably shares ATM revenue with the County while providing an additional source of revenue to support the annual Fair budget.

Discussion

The provision of ATM services is desired by the general public who attend the Arapahoe County Fair. Fairgrounds staff has contacted several ATM service providers and has determined that Cash in a Flash will provide the County with the highest level of customer service and revenue sharing.

Melissa Peterson, DBA Cash in a Flash 15350 E. Hampden Aurora, CO 80013, is the suggested ATM services provider and will place ATMs at the Arapahoe County Fair, July 28, 2016 through July 31, 2016 with Cash in a Flash paying Arapahoe County one dollar and twenty five cents (\$1.25) per transaction.

Cash in a Flash shall obtain and maintain all necessary licenses and permits to operate its business upon the Arapahoe County Fairgrounds and Park as required by applicable government regulations and shall pay all fees imposed for issuance of any such license or permit. Cash in a Flash agrees to conduct and operate at all times during the term of the Agreement only the business for which it is licensed. Cash in a Flash shall comply with all requirements and perform all necessary action required under any rules, codes, statutes or ordinances of the State of Colorado for the issuance and continuance of the permits and licenses.

Cash in a Flash shall procure and maintain business insurance, at its own expense, and shall name Arapahoe County as an additional insured. Cash in a Flash shall indemnify and hold Arapahoe County harmless for any and all claims associated with the Agreement.

Alternatives

1. Approve the Purchasing Waiver as submitted: This alternative would allow Fairgrounds staff to establish a one year contract with Cash in a Flash covering the 2016 Fair.
2. Approve the Purchasing Waiver with extended terms: This alternative would allow Fairgrounds staff to establish a contract with Cash in a Flash for the 2016 Fair and set up options for a limited amount of contract renewals with County staff negotiating annual contract scope and revenue sharing.
3. Take no action: This alternative would result in a reduced level of family entertainment as there would be no carnival services available for Fairgoers at the 2016 Fair.

Fiscal Impact

In 2015, Arapahoe County received \$1,853 in revenue as a result of contracting for ATM services at the County Fair. Fairgrounds staff is projecting a potential ten percent (10%) increase in ATM revenue for the 2016 Fair.

Reviewed By:

Glen Poole, Open Space Operations Manager
Shannon Carter, Open Space Director
Keith Ashby, Purchasing Manager
Tiffanie Bleau, Sr. Assistant County Attorney



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER OF PURCHASING POLICIES

WAIVER OF SOLICITATION <input type="checkbox"/>	WAIVER OF QUOTE <input type="checkbox"/>
PROPRIETARY <input type="checkbox"/>	SELECT SOURCE X FOR INFORMATION ONLY <input type="checkbox"/>

DESCRIPTION OF PROJECT: Arapahoe County Fair ATM Services

PRICE: Revenue Contract (\$2,000 dollars) ANNUAL MAINTENANCE: N/A

FIXED ASSET Yes No X FIXED ASSET #

COST CENTER # G/L # IO #

JUSTIFICATION (Provide Vendor name, How were they selected, Why requesting to waive purchasing policy process):

The provision of ATM services is desired by the general public who attend the annual Arapahoe County Fair. Fairgrounds staff has contacted several ATM service providers and has determined that Cash in a Flash will provide the County with the highest level of customer service and revenue sharing. Melissa Peterson, DBA Cash in a Flash 15350 E. Hampden Aurora, CO 80013, is the suggested ATM services provider and can place ATMs at the Arapahoe County Fair, July 28, 2016 through July 31, 2016 with Cash in a Flash paying Arapahoe County one dollar and twenty five cents (\$1.25) per transaction. Fairgrounds Management would like to establish a one year contract with three 1 year renewal options with Cash in a Flash ATM services. This agreement allows the County to contract with Cash in a Flash for a total of four years with Fairgrounds staff negotiating the scope of services and contract revenue sharing at each one year renewal.

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 <input type="checkbox"/>	No <input type="checkbox"/>
Requestor to schedule BoCC Drop In & Create Board Summary Report	Yes X	No <input type="checkbox"/>

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

Date

BOCC, Chair

Date

Requestor to schedule BoCC Consent Agenda & Board Summary Report

Yes X 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



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER OF PURCHASING POLICIES

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

DESCRIPTION OF PROJECT: Arapahoe County Fair ATM Services

PRICE: Revenue Contract (\$2,000 dollars) ANNUAL MAINTENANCE: N/A

FIXED ASSET Yes No FIXED ASSET #

COST CENTER # G/L # IO #

JUSTIFICATION (Provide Vendor name, How were they selected, Why requesting to waive purchasing policy process):

The provision of ATM services is desired by the general public who attend the annual Arapahoe County Fair. Fairgrounds staff has contacted several ATM service providers and has determined that Cash in a Flash will provide the County with the highest level of customer service and revenue sharing. Melissa Peterson, DBA Cash in a Flash 15350 E. Hampden Aurora, CO 80013, is the suggested ATM services provider and can place ATMs at the Arapahoe County Fair, July 28, 2016 through July 31, 2016 with Cash in a Flash paying Arapahoe County one dollar and twenty five cents (\$1.25) per transaction. Fairgrounds Management would like to establish a one year contract with three 1 year renewal options with Cash in a Flash ATM services. This agreement allows the County to contract with Cash in a Flash for a total of four years with Fairgrounds staff negotiating the scope of services and contract revenue sharing at each one year renewal.

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 X 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