



Administration Building
West Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
Relay Colorado 711
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 September 12, 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. *W15-003 Land Development Code Update (WHR)

Discussion of a request from the Zoning Division to update the Land Development Code, W15-003, for Seasonal Ranch Events and Rodeos

Request: Information/Direction

Tammy King, Zoning Administrator, Public Works and Development

Dave Schmit, Director, Public Works and Development
Keith Ashby, Purchasing Manager, Finance
Robert Hill, Senior Assistant County Attorney

Documents:

[BSR BOCC STUDY SESSION 9-19-2016.PDF](#)

1:30 P.M. *CDBG Medici Grant To Loan Conversion (WHR)

Discussion of a request from Housing and Community Development Services staff to convert the Medici Brant Award of \$150,000 to an interest only loan with an option to purchase

Request: Information/Direction

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

Documents:

[2016 CDBG MEDICI LOAN CONVERSION.DOCX](#)

1:45 P.M. *Loan Servicing: South Metro Housing Options (SHMO) To Funding Partners (WHR)

Discussion of a request from Housing and Community Development Services (SHMO) for South Metro Housing Options (SHMO,) who has been servicing 32 housing rehab loans, with a balance of \$387,110, to transfer the servicing of these 32 loans to Funding Partners

Request: Information/Direction

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

Documents:

[2016 SHMO PORTFOLIO TRANSFER TO FUNDING PARTNERS.DOCX](#)

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. 2017 BSR Lobbyist 3rd Final Extension

Discussion of a request for the third and final extension of the Agreement for Services with Arapahoe County State Legislative Lobbyist, entered into on January 1, 2014, with Greg Romberg doing business as Romberg and Associates, for 2017

Request: Information/Direction

Beverly Head, Executive Assistant, BoCC Administration

*Diana Maes, BoCC Administration Manager
Keith Ashby, Purchasing Manager, Finance
John Christofferson, Deputy County Attorney*

Documents:

[2017 BSR LOBBYIST EXTENSION FINAL.PDF](#)

2. Arapahoe/Douglas Works! And Arapahoe Community College Partnership
Discussion of a request from Community Resources for Arapahoe/Douglas Works! to partner with Arapahoe Community College who will compensate \$50,000 to deliver talent development services and help to ensure sustainable career pathways and employment opportunities resulting in positive economic returns for business/industry and the community

Request: Information/Direction

*Sasha Easton, Talent Development Manager, Arapahoe/Douglas Works!
Kelly Folks, Arapahoe/Douglas Works! Deputy Division Manager*

*Joe Barela, Division Manager, Arapahoe/Douglas Works! Division Manager
Don Klemme, Director, Community Resources
Tiffanie Bleau, Senior Assistant County Attorney*

Documents:

[ADW-ACC PARTNERSHIP BOARD SUMMARY REPORT.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 Relay Colorado 711.

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



Board Summary Report

Date: 18 August 2016
To: Board of County Commissioners
Through: Jan Yeckes, Robert Hill
From: Tammy King, Zoning Administrator
Subject: Land Development Code Update

Direction/Information: Approval to move forward to Referrals and Planning Commission and Board of County Commissioners Public Hearing for Land Development Code Update (W15-003)

Request and Recommendation

Update the scope of the current Land Development Code.

Background

Arapahoe County is proposing to revise the Land Development Code to address Seasonal Farm and Ranch Events and Rodeos within unincorporated Arapahoe County (Case No. W15-003). Under the proposed revision, Seasonal Ranch and Farm events are proposed to be re-defined to remove the inclusion of rodeos and the dependence on seasons. Farm and Ranch Events will be permitted uses in A-E and A-1 zone districts and include various temporary or periodic events related to farming or ranching. Such events will be permitted to have incidental sales of farm or ranch products. Farm or ranch events, however, will not include rodeos, but training and practice for individual rodeo events would be allowed. There will be no change to the requirement that rodeos as defined in the Code will require a Special Exception Use permit in the districts were allowed. The definition of rodeos is proposed to be revised to remove the prohibition against horse tripping and steer tailing as such prohibitions are beyond the county's authority under existing law. The proposed amendment to Chapters 4, 5 and 19 of the Arapahoe County Land Development Code

Links to Align Arapahoe

Service First
Fiscal Responsibility

Alternatives

1. Direct staff to move forward with referrals and public hearings to consider proposed changes to the Land Development Code. *This alternative is consistent with the staff request.*
2. Direct staff to retain the current language in the Land Development Code and not move forward with a process to consider proposed changes.

Fiscal Impact

Work is being done internally, so no fiscal impact. An additional benefit is reducing time lost for staff and applicants over confusion with requirements and the need to interpret code sections that are not clear.

Concurrence

The Engineering Services Division, Current Planning Program, and County Attorney's Office participated in the development and review of proposed amendments to the Land Development Code.

This Board Summary Report has been reviewed by:

Robert Hill, Senior Assistant County Attorney

David M. Schmit, P.E., Director of Public Works and Development

Jan Yeckes, Planning Division Manager

Jason Reynolds, Current Planning Program Manager

Finance Department – Todd Weaver or Keith Ashby

CASE W15-003

RODEO. An event comprising ~~of~~ activities for competition, entertainment or display of skills including, but not limited to, horseback riding, bronco riding, steer wrestling, calf roping and/or riding, bulldogging, ~~steer tailing, horse tripping,~~ and barrel racing. Horse racing is not considered a rodeo activity. User fees, dues, admission fees, or other compensation may be paid, but compensation is not a required element to define an event as a rodeo. Food and/or alcohol may be bought or sold on the premises, subject to meeting any State or local health and safety regulations and/or licensing requirements. ~~Steer tailing and/or horse tripping are prohibited within unincorporated Arapahoe County.~~

~~**SEASONAL FARMING OR RANCHING EVENTS.** Events related to or occurring in the course of farming and ranching, taking place during, or dependent upon a particular season. Uses may include but not be limited to: rodeos, equestrian events, ancillary sales and previewing of livestock and training of small groups. Events may take place during or be related to a particular season, but need not be dependent on a particular season. Uses at such Events may include but are not limited to: livestock or farming activity displays, farming or gardening classes for small groups, roping, riding or other equestrian events or demonstrations, incidental sales of ranch or farm produced goods, ancillary sales and previewing of livestock and training of small groups. Practice or group trainings for individual rodeo events may be conducted as Farming or Ranching Events; provided, however, that performance of multiple rodeo events in a venue at which user fees, dues, admission fees, or other compensation is charged to spectators for admission does not constitute a Farming or Ranching Event.~~

Rodeo	SEU	SEU
Seasonal Farming or Ranching Events	P	P



Board Summary Report

Date: December 9, 2015

To: Board of County Commissioners

Through: Don Klemme, Director, Community Resources

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

Subject: Medici Loan Conversion

Request:

HCDS staff is requesting to convert the Medici grant award of \$150,000 to an interest only loan with an option to purchase.

Background

On June 13, 2016 the BoCC approved granting \$150,000 in CDBG funds to Medici for the construction of 111 units of affordable housing in Englewood (3405 S Broadway, Englewood, CO) known as the Broadway Lofts.

Historically the County has allocated CDBG funds to non-profit, housing developers, as grants. Medici is a for-profit business, and therefore, by accepting a grant they are creating a taxable event and the \$150,000 would be taxed at a 40% rate, not desirable for Medici. In order to prevent the taxable event it is being 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.

Medici will pay in year two of the loan a \$6,000 Options fee to allow for the sale of the loan in year 5 to Medici for \$20,000.

Staff Recommendation

HCDS staff recommends converting the grant to an interest-only bearing loan with the option for SW to buy an Option to purchase the loan in year 20.

Links to Align Arapahoe

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

Alternatives

The BOCC may choose not to convert the grant to a loan or to recommend different loan terms.

Fiscal Impact

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

Currently, as a grant, there is no Program Income generated. If converted, the following Program Income will be generated:

\$26,000 (Option Fee and Sale Fee) + \$1,500 annual 1% payments (\$7,500) for a total of \$33,500 of Program Income generated.

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



Board Summary Report

Date: August 25, 2016

To: Board of County Commissioners

Through: Don Klemme, Director, Community Resources

From: Liana Escott, Community Development Administrator, Housing and Community Development Services (HCDS)

Subject: Transferring South Metro Housing Options (SHMO) loan portfolio to Funding Partners

Request:

HCDS staff is requesting to transfer 32 loans from South Metro Housing Options (SHMO) to Funding Partners for loan servicing.

Background

SHMO has been servicing 32 housing rehab loans, with a balance of \$387,110, and they have stated that this is a burden on their organization. HCDS staff would like to transfer the servicing of these 32 loans to Funding Partners. Funding Partners has agreed to service the loans with the following terms:

A transfer fee of \$100/file and then the annual portfolio servicing fee of 1% with a cap of \$2,500 billed the first of each year based upon the outstanding balance at 12/31 of the prior year.

Staff Recommendation

HCDS recommends transferring the Loan Servicing from SHMO to Funding Partners. Funding Partners is currently operating and servicing the County's First Time Home Buyer's program, and this would be a natural progression.

Links to Align Arapahoe

1. Fiscal Responsibility: Funding Partners has proven to be better steward of County HOME dollars than SHMO.
2. Service First: Provide quality servicing of loans to County residents.

Alternatives

The BOCC may choose not to transfer the loan servicing from SHMO to Funding Partners.

Study Session: September 12, 2016

Fiscal Impact

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

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



Board Summary Report

Date: September 12, 2016
To: Board of County Commissioners
From: Diana Maes, BoCC Administration Manager
Subject: Arapahoe County State Legislative Lobbyist, RFP-13-57 – Third and Final Extension

Request and Recommendation

The Board of County Commissioners is asked to approve the annual extension of the Agreement for Services with Arapahoe County State Legislative Lobbyist entered into on January 1, 2014. This agreement is for 2017 with Greg Romberg doing business as Romberg and Associates. The request is for the third and final extension of the agreement pursuant to the provisions as set forth in the above reference solicitation, RFP-13-57.

Background

Greg Romberg has an extensive background in government and government relations and has been retained as Arapahoe County's legislative lobbyist since January 2003. Greg's responsibilities include reviewing and analyzing all legislative bills, forwarding those of possible interest to the BoCC Administration Department for Commissioner and department distribution, communicating with Arapahoe County Legislators, being the County's advocate on positions as necessary, and providing regular updates on bill status to the Board of County Commissioners and the Manager of the BoCC Administration. Over the past few years, his participation has increased with extra meetings with legislators.

Discussion

Greg Romberg has a proven track record with Arapahoe County as the County's lobbyist for thirteen years.

Fiscal Impact

The compensation for Greg Romberg's service will be maintained without any increases, and all parties mutually agree upon an annual extension of this contract pursuant to the provisions set forth in the solicitation.

Concurrence

The BoCC and several departments meet with the lobbyist on a regular basis to discuss current legislative matters.

Attorney Comments

None

Reviewed By:

Diana Maes, BoCC Administration Manager

Keith Ashby, Purchasing Manager

John Christofferson, Deputy County Attorney

RESOLUTION NO._____. It was moved by Commissioner_____and duly seconded by Commissioner_____to adopt the Arapahoe County State Legislative Lobbyist, RFP-13-57-Third and Final Extension, for 2017, pursuant to the terms contained therein.

The vote was:

Commissioner Bockenfeld,_____; Commissioner Doty_____; Commissioner Hoken_____; Commissioner Jackson_____; Commissioner Sharpe,_____.

The Chair declared the motion carried and so ordered.



5334 South Prince Street
Littleton, Colorado 80166-0001
Phone: 303-795-4430
Fax: 303-738-7929
www.co.arapahoe.co.us

JANET J. KENNEDY
Director

September 20, 2016

Greg Romberg
Romberg and Associates, Inc.
2357 S Hearth
Evergreen, CO 80439

Subject: Arapahoe County State Legislative Lobbyist, RFP-13-57 – Third and Final Extension

Dear Mr. Romberg,

Romberg and Associates, Inc. entered into an agreement for Arapahoe County State Legislative Lobbyist on January 1, 2014 of Agreement for Services. Please find attached with this letter the Extension of the Agreement. Please make three (3) copies of this document, have all copies signed in blue ink, have all four (4) copies notarized, and return to my attention within ten (10) business days of the date of this letter.

Sincerely,

Keith I. Ashby, CPPO
Purchasing Manager

Cc: Purchasing File



5334 South Prince Street
Littleton, Colorado 80166-0001
Phone: 303-795-4430
Fax: 303-738-7929
www.co.arapahoe.co.us

September 20, 2016

Greg Romberg
Romberg and Associates, Inc.
2357 S Hearth
Evergreen, CO 80439

JANET J. KENNEDY
Director

**SUBJ: THIRD AND FINAL EXTENSION OF THE AGREEMENT FOR ARAPAHOE COUNTY
STATE LEGISLATIVE LOBBYIST**

SOLICITATION # RFP-13-57

Arapahoe County and Romberg and Associates, Inc. entered into an agreement for Arapahoe County State Legislative Lobbyist on: January 1, 2014. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services ACG Contract RFP-13-57.

Romberg and Associates, Inc. hereby agrees to maintain pricing without any increases, and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement January 1, 2017 through December 31, 2017.

By executing the signature page, both parties agree to the extension of this Agreement for Services or Purchase Agreement.

SIGNATURE PAGE

CONTRACTOR: _____

By: _____
(signature)

Title: _____

Signed this ____ day of _____, _____

State of Colorado

County of: _____

Subscribed and sworn to before me this ____ day of _____, _____

By: _____.

My commission expires: _____.

Notary Public

S E A L

ATTEST: Clerk to the Board

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

Date: _____



Board Summary Report

Date: August 18, 2016

To: Board of County Commissioners

Through: Don Klemme, Director, Community Resources Department
Joe Barela, Division Manager, Arapahoe/Douglas Works!, Community Resources Department
Kelly Folks, Deputy Division Manager, Arapahoe/Douglas Works!, Community Resources Department

From: Sasha Easton, Talent Development Manager, Arapahoe/Douglas Works!, Community Resources Department

Subject: Potential Award of Funding toward Collaboration Efforts between Arapahoe/Douglas Works! and Arapahoe Community College

Request and Recommendation

It is recommended that the Board of County Commissioners permits Arapahoe/Douglas Works! to accept funding from Arapahoe Community College to enhance partnership and collaboration efforts through the leveraging of resources and offering talent development service delivery to the community.

Links to Align Arapahoe

1. Quality of Life: Approval allows Arapahoe/Douglas Works! to continue to provide best-in-class service delivery to citizens and business/industry, thereby ensuring the highest rate of return on public investment.
2. Fiscal Responsibility: This opportunity will allow Arapahoe/Douglas Works! to continue to strategically invest in Human Capital directly contributing to the overall economic vitality of the region.
3. Service First: Approval will ensure that citizens receive exceptional workforce development services that are responsive to their dynamic needs.

Background

Arapahoe Community College will compensate Arapahoe/Douglas Works! \$50,000 to deliver talent development services helping to ensure sustainable career pathways and employment opportunities resulting in positive economic returns for business/industry and the community.

Discussion

Arapahoe Community College and Arapahoe/Douglas Works! will partner to facilitate programming to support a skilled workforce through ongoing collaborations intended to make available services that result in participants overcoming barriers and securing self-sufficient employment.

Alternatives

If this opportunity is not approved, Arapahoe/Douglas Works! will not be able to diversify funding sources, thus limiting service delivery to the community.

Reviewed by/Concurrence

This initiative is supported by Arapahoe/Douglas Works! and is in alignment with the collaborative intent of the Workforce Innovation and Opportunity Act.

Fiscal Impact

If this funding is granted, this opportunity will support efforts to continue to diversify and leverage resources allowing for strategic investments in the community.

Approved By:

Don Klemme, Community Resources Director
Joe Barela, Arapahoe/Douglas Works! Division Manager
Kelly Folks, Arapahoe/Douglas Works! Deputy Division Manager
Tiffanie Bleau, Assistant County Attorney
Finance