



COUNTY OF ELBERT

Human Resources Department

Office 303-621-3150 - Fax 303-621-2343
PO Box 7, 215 Comanche St, Kiowa, CO, 80117

STAFF SUMMARY For BOCC MEETING PRESENTATION

Date of Presentation: October 25, 2017

Staff Lead: Dianna Hiatt, Human Resources Specialist

Affected Departments and Offices Affected: All

Topic: Employee Benefits for 2018

1. Purpose: Update BOCC on Employee Benefits/Open Enrollment for 2018

2. Background:

Staff annually reviews benefits for County employees, insurance premium rates and supplemental plans. The County has been a part of the County Health Pool with CTSI since January 1, 2010. This year Elbert County moved from Rate Band 2 to Rate Band 1 which equals an approx. 1% increase for 2018 Medical/Rx Rates.

• **Key Points:**

- Elbert County desires to maintain benefits for employees
- Continue insurance coverage through CHP/CTSI and AFA
- Continue retirement with CCOERA
- New cafeteria options allow employees to customize for their personal needs

3. Impact on County:

a. Fiscal: 2018 Budget for employee benefits is \$700 per employee/month

b. Services:

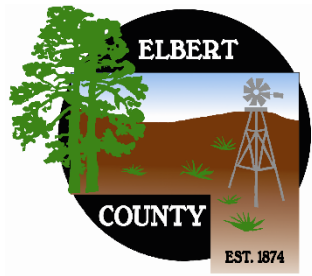
Continue to provide medical insurance for all employees plus cafeteria options for supplemental plans.

c. Infrastructure: Personnel is a valuable asset and benefits help provide stability.

4. BOCC Action Required: Informational update, no action necessary

5. Required Decision Date: N/A

6. Point of Contact: Dianna Hiatt, Human Resources Specialist



COUNTY OF ELBERT

Sam Albrecht, County Manager

sam.albrecht@elbertcounty-co.gov

Office 303-621-3106 Fax 303-621-2343

PO Box 7, 215 Comanche St, Kiowa, CO, 80117

STAFF SUMMARY For BOCC MEETING PRESENTATION

Date of Presentation: 10/25/2017

Staff Lead: Sam Albrecht

Effected Departments and Offices Effected: Assessor, Clerk and Recorder, Sheriff, EMO, Public Works, IT

Topic: GIS Data Update

1. Purpose: To provide an update on the status of fixing errors in the GIS data base layers.

2. Background: Our GIS data base layers contains known errors. This not only affects our county, but surrounding counties.

3. Key Points:

- This is a priority project for the County Manager
- Money exists in the current budget to fix the base layers
- Meetings have been held with Public Works, IT, and the Assessor's office to scope out the extant of the error, where good data sources can be found, and other key information
- STATUS: I am still collecting data. Our plan is 2 phase – first, fix the two base layers; second, scope out future needs and uses in order to allow future layers to be effectively built on the base layers. We will develop an RFP to do the actual work. We hope to have an RFP done in 2 weeks.

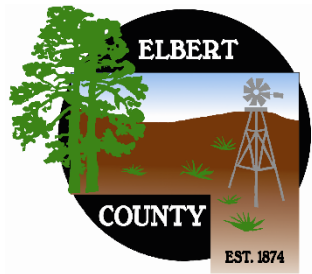
4. Impact on County:

- Fiscal:** NTE budget this year (\$48,000)
- Services:** To provide accurate data for all GIS users.
- Infrastructure:** TBD.

5. BOCC Action Required: None – Information only.

6. Required Decision Date: N/A

7. Point of Contact: Sam Albrecht, County Manager



COUNTY OF ELBERT

Sam Albrecht, County Manager

sam.albrecht@elbertcounty-co.gov

Office 303-621-3106 Fax 303-621-2343

PO Box 7, 215 Comanche St, Kiowa, CO, 80117

STAFF SUMMARY For BOCC MEETING PRESENTATION

Date of Presentation: 10/25/2017

Staff Lead: Sam Albrecht, County Manager

Effected Departments and Offices Effected: Admin

Topic: Hoo House Update

1. Purpose: To provide Commissioners with an update on the sale of the Hoo House.

2. Background: The Hoo House has been for sale and we are now under contract.

3. Key Points:

- An offer was received and countered by the Commissioners.
- The counter offer was accepted by the potential buyers.
- Commissioners met in a public meeting on 10/12/2017 to discuss the contract status
- The Commissioners have accepted terms and details of the contract, and the counter offer in the 10/12/17 meeting and delegated signing of the contract, and related documents with respect to the disposal of the Hoo House, to the County Manager.
- Documents have been signed by the County Manager, request for rezoning has been filed with the city of Kiowa, and inspection has been scheduled.

4. Impact on County:

- Fiscal:** approximately +\$200,000 by disposition of this capital asset.
- Services:** Maintenance will no longer be required.
- Infrastructure:** N/A

5. BOCC Action Required: None – Information only.

6. Required Decision Date: N/A

7. Point of Contact: Sam Albrecht, County Manager

STAFF SUMMARY

For

BOCC MEETING PRESENTATION

Date of Presentation: October 25, 2017

Staff Lead: Faith Mehrer

Effected Departments and Offices Effected: Building Department

Topic: Fee Schedule amendment, to include minor oil and gas operations facilities

1. Purpose: To include a fee totaling 1% of the projected valuation, including tangible completion costs, for all minor oil and gas production facilities, in the building permit fee schedule.

2. Background: This change was made at the request of Commissioner Thayer.

3. Key Points: An amendment to the building permit fee schedule, to include minor oil and gas production facilities.

4. Impact on County:

a. Fiscal:

b. Services:

c. Infrastructure:

5. BOCC Action Required: Resolution

6. Required Decision Date: October 25, 2017

7. Point of Contact: Faith Mehrer

STAFF SUMMARY

For

BOCC MEETING PRESENTATION

Date of Presentation: October 25, 2017

Staff Lead: County Manager/BOCC

Effectuated Departments and Offices Effectuated: PW, OEM, Community Development, Finance

Topic: Funding Streams for County Conservation Districts.

1. Purpose: To discuss collaboration with Conservation Districts (Kiowa/Double L/Agate) to identify potential revenue streams to support maintenance and repair of flood control dams and protective dikes within Elbert County

2. Background: The Kiowa Conservation District (KCD) was formed in the 30's as part of a federal effort following the dust bowl. In '35, flooding destroyed half of the town of Elbert, it never fully recovered. Rail service in the area ended and the county pretty much never grew economically after that. In the early 60's, 44 earthen dams were built in western Elbert County by the Corp of Engineers and turned over to the Conservation District to maintain. These dams saved lives and property in the 65 flood and very likely in 2015 as well. A FEMA mitigation grant was received after 2015 and about 5 high priority dams were repaired. The KCD has no authority to levy impact fees and no mil levy authority. In addition to the dams that are the district's responsibility, there are protective dikes in Kiowa and Elbert that nobody seems to have responsibility for and that is a concern as they are of uncertain vintage and condition. Two other Conservation Districts fall over the county's footprint – Double L (South East) and Agate CD's

The dam on property just south east of Kiowa was repaired this year but, there is a culvert under CR 45 that is either undersized / collapsed, etc. This essentially makes CR 45 a dam. The KCD has asked the FEMA engineer they work with to provide us a report on the issue.

This is a subject that effects, OEM, PW, and Planning at a minimum with potential budget impacts and legal implications, as well as, coordination with our municipalities and the three Conservation Districts. If we can huddle quick on this early next week, I would appreciate it.

3. Key Points:

- The Conservation Districts have the statutory requirement to maintain flood control dams but, no current revenue.
- As we continue to develop land and natural drainage is effected, the potential for a large flooding event as we seem to see every 30-40 years having a much bigger life/safety impact than the '35 flood is a risk we should look at.
- Mitigating risk to life and property is a responsibility of the County.
- Coordinating our efforts with all impacted governmental organizations within the county is key in this effort.

4. Impact on County: Reduced risk of impact from flooding events.

a. Fiscal: Unknown.

b. Services: Unknown.

c. Infrastructure: Unknown.

5. BOCC Action Required: Host conversations with the Conservation Districts (Kiowa, Double L, and Agate) to explore their funding needs, relook the planning referral fee and/or other impact type fee potential to provide them some sort of matching fund capability.

6. Required Decision Date: Schedule meeting prior to formal adoption of 2018 budget.

7. Point of Contact: Commissioner Richardson / County Manager

STAFF SUMMARY

For

BOCC MEETING PRESENTATION

Date of Presentation: October 25, 2017

Staff Lead: County Manager/BOCC

Effectuated Departments and Offices Effectuated: ALL

Topic: Review of Proposed Draft Policies

1. Purpose: To discuss county policy update status and prioritization of future efforts.

2. Background: The BOCC has identified a weakness in depth and breadth of governance policy. By statute, decisions of the Board of County Commissioners can only be made during properly noticed public meetings. Policies adopted by the board are the basis of authority required for staff and other employees to make decisions and execute operations on behalf this elected board during periods when the board is not in formal session. Furthermore, policies provide predictability for citizens and ensure standardization in addressing recurring issues and employee matters.

3. Key Points: The following policy updates are under consideration at this time:

a. County Policy on Transparency (Drafted) - which is an umbrella policy for county specific policies for Open Meetings (Update Required), Open Records (Update Required), Archiving (New), and Social Media (New).

b. County Policies for Public Improvement Districts (Drafted) and Local Improvement Districts (Drafted).

c. Adopted Policy A-00 "Policy Management" requires we develop/adopt policy in the functional areas listed below. A review of all current policy to identify specific gaps and short falls is needed.

a. Required Policies: Elbert County shall have published policy regarding the following subject areas.

- (1) Section A: Foundations & Basic Commitments
- (2) Section B: Open Government /Transparency
- (3) Section C: Board of County Commissioners Governance
- (4) Section D: General County Administration
- (5) Section E: Personnel Management

- (6) Section F: Fiscal Management
- (7) Section G: Property Management
- (8) Section H: Information Technology
- (9) Section I: Public Works Policy & Regulation
- (10) Section J: Land Use Policy & Regulation
- (11) Section K: Health & Human Services Policy & Regulation
- (12) Section L: Office of the Clerk & Recorder Policy & Regulation
- (13) Section M: Office of the Treasurer Policy & Regulation
- (14) Section N: Office of the Assessor Policy & Regulation
- (15) Section O: Office of the Sheriff Policy & Regulation
- (16) Section P: Office of the Coroner Policy & Regulation
- (17) Section Q: Office of the Surveyor Policy & Regulation

4. Impact on County:

- a. Fiscal:** Minimal. Increased effectiveness in use of current resources.
- b. Services:** Positive. Increases predictability and efficiency in provision of county services.
- c. Infrastructure:** Minimal. Some additional I/T support for automation and online access for some processes envisioned.

5. BOCC Action Required: Provide general direction and priorities to the County Manager.

6. Required Decision Date: No formal action at this time. Consider and adopt policies as created/updated and presented by Staff.

7. Point of Contact: Commissioner Richardson / County Manager