



# Community Planning & Permitting

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January 30, 2023

To:

From: Dale Case, Director of Community Planning and Permitting  
Therese Glowacki, Director of Parks and Open Space

Re: Wildfire Mitigation Staff Augmentation Budget Request

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In November 2022, Boulder County voters approved ballot measure 1A establishing “a 0.1% countywide sales and use tax for the purpose of funding countywide wildfire mitigation efforts to proactively address the increasing risk of climate-driven wildfires in two programmatic areas. The first is to conduct strategic forest and grassland management projects (using Fireshed partnerships) to reduce the risk of catastrophic wildfire, protect drinking water supplies and create more resilient forest and grassland ecosystems. The second is to help and extend the Wildfire Partners program to residents in east county and continue work in the mountains to prepare for wildfires by making homes more fire-resistant using community partnerships, individual technical assistance, and financial assistance.” Taxes approved by the measure went into effect on January 1, 2023. Past revenue estimates are that this tax will produce about \$9 per year.

Implementation of ballot measure 1A will take time. The strategic vegetation management grant program is entirely new. Wildfire Partners is an existing program that has been operating since 2014; however, the program will be expanding its services and geographic scope, and these changes will take time to fully implement. As a result, 2023 will be a year of planning and building capacity in addition to the execution of on-the-ground mitigation work. As a start, we are developing a new assessment app, designing new outreach programs, recruiting new consultants and contractors, and putting together new financial assistance packages for Wildfire Partners. To support strategic vegetation management projects, we are funding two foresters with the Boulder Valley and Longmont Conservation Districts, developing an RFP for capacity building for local organizations, and assembling an advisory committee to help design the grant program.

The county has also applied for a grant to update the Boulder County Community Wildfire Protection Plan. If the county receives this grant, we will update the plan in 2023, and the update will help guide the implementation of 1A.

The Community Planning and Permitting Department (CP&P) will take the lead in implementing ballot measure 1A. The Parks and Open Space Department (POS) will assist. In order to implement 1A, CP&P requires a new division, including the reclassification of some existing positions and the creation of several, new positions. CP&P is proposing to create these new positions in three phases over the next two years to help make the recruitment and hiring process manageable for staff. POS also requires new positions to implement 1A. This request only addresses ballot measure 1A. The implementation and timing of ballot measure 1B for emergency services is not impacted by this request.

The new positions and reclassifications are listed in the table below by funding source and department. The budget revenue and expenses for the 1A items are already included as a broad category in the 2023 adopted budget. The creation of the positions and the operating expenses shows how those funds are being dispersed. The General Fund requests and Sustainability Fund request are not included in the 2023 budget and are part of the budget amendment.

New Positions, Reclassifications and Operating	Department	Funding Source	Amount
Wildfire Mitigation Specialist Supervisor (2)	CP&P	Sales Tax	\$ 218,967.00
Special Projects Coordinator	CP&P	Sales Tax	\$ 139,054.00
Education and Outreach Staff	CP&P	Sales Tax	\$ 114,396.00
Program Specialist	CP&P	Sales Tax	\$ 80,786.00
Chipping Coordinator	CP&P	Sales Tax	\$ 103,856.00
Grant Administrator	CP&P	Sales Tax	\$ 80,786.00
Community Forestry Sort Technician	POS	Sales Tax	\$ 89,690.00
Forestry Planner for Cross-Boundary work	POS	Sales Tax	\$ 99,716.00
Operating (Laptops/Monitors/Office Supplies)	CP&P	Sales Tax	\$ 10,800.00
Operating ((Laptops/Monitors/Office Supplies)	POS	Sales Tax	\$ 3,500.00
<b>Total – Sales Tax</b>			<b>\$ 941,551.00</b>
Database/Salesforce Administrator	CP&P	General Fund	\$ 108,037.00
Contracts Specialist	CP&P	General Fund	\$ 85,350.00
Accountant	CP&P	General Fund	\$ 94,143.00
Operating (Laptops/Monitors/Office Supplies)	CP&P	General Fund	\$ 5,300.00
Reclassification for Project Manager to Wildfire Mitigation Manager	CP&P	General Fund	\$ 12,000.00
<b>Total – General Fund</b>			<b>\$ 304,830.00</b>
Reclassification for Senior Planner to Special Projects Coordinator	CP&P	Sustainability Tax	\$ 10,000.00
<b>Total – Sustainability Tax</b>			<b>\$ 10,000.00</b>

A summary of each new position and the re-classifications is included below.

#### New Positions:

**Wildfire Mitigation Specialist Supervisor (2):** One position will oversee two (eventually five) FTE wildfire mitigation specialists in addition to consultants to perform home assessments and inspections as part of Wildfire Partners. The other will supervise the education and outreach staff and volunteer and youth corps positions and lead the community-level engagement efforts of Wildfire Partners.

**Special Projects Coordinator:** This is a supervisory position to oversee the program specialists and the administrative functions for the team such as hiring staff, overseeing grants and contracts, and coordinating our support for program participants.

**Education and Outreach Staff:** Perform community education and outreach efforts and implement public awareness campaign.

**Program Specialist:** Answer calls and emails, process applications, schedule appointments, produce customer reports and help administer the program.

**Chipping Coordinator:** Design and implement countywide chipping program using contractors, grants, and/or re-establishing a community chipping reimbursement programs. Lead biomass utilization and disposal efforts.

**Grant Administrator:** Help administer the strategic forest and grassland management project grant program, including coordinate of the application and selection process.

**Community Forestry Sort Technician:** Provide the capacity to expand hours and days of operation to meet increased demand for the Community Forestry Sort Yards.

**Forestry Planner for Cross-Boundary Work:** Plan strategic forest and grassland management projects across public and private lands

**Database/Salesforce Administrator:** Manage the Wildfire Partners Salesforce database. Develop and track metrics to help monitor and evaluate wildfire mitigation efforts. Introduce new tools and technology to improve effectiveness and efficiency of program and project implementation.

**Contracts Specialist:** Prepare grant agreements, coordinate financial and contractual aspects of grant program, write RFPs, and administer contracts.

**Accountant:** Pay invoices, prepare financial reports, create purchase orders, and assist with grant management, requests for reimbursement, and grant reporting,

Reclassifications:

Wildfire Mitigation Manager: Lead the CP&P Wildfire Mitigation Program and Team including Ballot Measure 1A, Wildfire Partners, select wildfire mitigation efforts in the Boulder County Building and Land Use Codes, and wildfire mitigation grants secured by CP&P.

Special Projects Coordinator: Coordinate the strategic forest and grassland management project grant program and the update of the Boulder County Community Wildfire Protection Plan.