



Office of Financial Management

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MEMORANDUM

Date: June 9, 2025
To: Board of County Commissioners
From: Emily Beam, Budget Officer
Subject: 2025 Quarter 2 Budget Amendment requests

The Office of Financial Management requests guidance on 50 budget requests totaling \$20,477,980 for QTR 2 Budget Amendments. Any correction or carryover request have been identified as recommended by the Budget Officer.

Summary by Fund

2025 QTR2 Budget Amendment Requests

Fund	Total Requests	Amount Requested
101	27	1,749,044
111	4	5,189,934
117	5	1,028,212
124	1	54,140
135	1	240,000
136	1	121,820
141	3	11,543,718
151	7	479,501
174	1	71,612
Grand Total	50	20,477,980

Note: Requests were assigned numbers to make discussion easier. These are not ranked in any order of importance.

General Fund 101

Community Services Department

Request #1 – The Community Services Department is requesting a one-time increase of \$561,000 to the inter-fund transfers budget in the General Fund (Fund 101), General Administration appropriation (CO26) to provide additional subsidization of the Head Start program.

Head Start programs and services have experienced a significant reduction in the Child Care Assistance Program (CCAP), in Universal Preschool (UPK), and other ongoing grant funding which have resulted in the division's current projected deficit of \$397,000 for the 2024-2025 program year. Head Start has received an extension of their current federal award but assumes flat funding from this source resulting in a projected year end 2025 deficit of \$561,000.

Ongoing annual subsidies for the county's Head Start program are currently \$727,204 annually after receiving approval for an ongoing increase of \$260,000 in 2024.

This request is aligned with direction received by the Board at the [April 15, 2025 Head Start Report Public Meeting](#).

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
101	CO26	Community Services	Headstart Subsidy	One Time	Fund Balance	561,000

Public Works Department (PWD)

Request #2 – The Public Works Department is requesting a one-time amendment of \$570,000 for the General Fund (Fund 101), county Fleet appropriation (CAP2) for additional 2025 fleet replacements.

As part of the 2024 Fleet utilization study, Ron Turley Associates (RTA) provided an optimal funding recommendation of 2.2 million dollars per year to address the current backlog of vehicles overdue for replacement and expedite the integration of EVs. To kick start the process, PWD identified 9 additional vehicles and pieces of equipment in critical need of replacement at a total cost of \$570,000.

This request is aligned with direction received by the Board at the May 7, 2025 Office of county Administrator internal meeting with the Board.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
101	CAP2	Public Works	Additional Fleet Replacement Budget	One Time	Fund Balance	570,000

Sheriff's Office (SO)

Request #3 – The Sheriff's Office is requesting a recurring budget amendment for \$1,461,772 for the General Fund (101), Sheriff's Office appropriation (SH11) to hire an additional 23 Full-Time Equivalent (FTEs) as partial staffing for the new booking/housing wing of the Boulder County Jail. The request is to hire ten Deputy I positions, two Deputy II positions, six detention specialists, and five nurses. Hiring and training these new employees in the next few months will get the Sheriff's Office significantly closer to full activation of the new space. As jail maintenance projects are completed and the required staff are hired and trained, the new housing space can be fully activated to reduce overcrowding and eventually return to in-person visitation.

These are the same positions that came forward in the Q1 Budget Amendment process.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy I New Jail Booking Wing	Ongoing	Fund Balance	64,340
101	SH11	Sheriff's Office	1.0 FTE Deputy II New Jail Booking Wing	Ongoing	Fund Balance	88,681
101	SH11	Sheriff's Office	1.0 FTE Deputy II New Jail Booking Wing	Ongoing	Fund Balance	88,681
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Detention Specialist New Jail Booking Wing	Ongoing	Fund Balance	50,722
101	SH11	Sheriff's Office	1.0 FTE Corrections Nurse New Jail Booking Wing	Ongoing	Fund Balance	67,336
101	SH11	Sheriff's Office	1.0 FTE Corrections Nurse New Jail Booking Wing	Ongoing	Fund Balance	67,336
101	SH11	Sheriff's Office	1.0 FTE Corrections Nurse New Jail Booking Wing	Ongoing	Fund Balance	67,336
101	SH11	Sheriff's Office	1.0 FTE Corrections Nurse New Jail Booking Wing	Ongoing	Fund Balance	67,336
101	SH11	Sheriff's Office	1.0 FTE Corrections Nurse New Jail Booking Wing	Ongoing	Fund Balance	67,336

Request #4 – The Sheriff's Office is requesting an ongoing negative budget amendment in the amount of (\$1,147,300) for the General Fund (101), Sheriff's Office appropriation (SH11).

This is a correcting entry to remove the budget that was included in the 2025 budget process for eight jail deputy positions. These unbudgeted Full-Time Equivalent (FTE) positions were originally approved by the Board during the FY24 budget process to allow the jail to overfill the jail deputy position to assist with staffing issues. These positions were included in the Sheriff's Office budget in error for the FY25 budget year.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
101	SH11	Sheriff's Office	2025 Correction to overfill FTE Budget	One Time	Fund Balance	(1,147,300)

Request #5 – The Sheriff's Office (SO) is requesting a one-time amendment for the General Fund (101), Sheriff's Capital appropriation (CAP3) in the amount of \$303,572 for replacement of Sheriff's vehicles that were not approved in the 2025 budget process.

During the 2025 budget process, the Sheriff's Office requested \$1,203,572 to fund the replacement of 15 vehicles. They were awarded \$900,000, creating a shortfall of \$303,572. Without these additional funds the Sheriff's Office estimates they will fall behind on their replacement schedule.

Delayed replacement of the SO fleet results in additional maintenance and repair costs. As vehicles age, the SO loses the ability to take advantage of valuable factory warranties; most vehicles carry warranties of three years and 36k miles for bumper-to-bumper and five years and 60k miles for power train (engines and transmissions). Most SO vehicles fall into a category of "Severe Service" and at 100k miles, significant mechanical issues with transmissions and engines occur. Replacing or repairing transmissions and engines is very expensive

SO fleet size has increased over the past five years, but the repair budget has remained flat. The repair budget is currently \$91,613.00, while spending increased to just over \$178,000 in 2024.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
101	CAP3	Sheriff's Office	Fleet Requests	One Time	Fund Balance	303,572

Road and Bridge Fund 111

Public Works Department (PWD)

Request #6 – The Public Works Department is requesting a one-time amendment within the Road and Bridge Fund (111), under various appropriations as follows, to carryforward unspent 2024 budget for capital projects.

Fund	Approp.	Project Request Year (most recent)	Name
111	RM11	2022	63rd over Lefthand Creek (Scour)
111	RM11	2022	Empire Drive over Coal Creek Scour
111	RM11	2022	Gunbarrel Green Drainage Improvements
111	RM11	2022	Riverside at Cave Creek (Scour)
111	RM11	2023	119th St. over St. Vrain Creek (Scour)
111	RM11	2024	41st St. over Lefthand Creek (Scour)
111	RM11	2024	84W over N. St. Vrain Creek (Scour)
111	RM11	2024	Jay Rd Safety Imprv and Overlay
111	RM11	2024	Peaceful Valley over Mid St Vrain (Scour)
111	RM11	New	119th Street over Leggett Ditch
111	RM11	New	N 53rd at Palmerton Ditch
111	RM11	New	Oxford Road at Jim Henry Ditch Structure Replacement

Fund	Approp.	Project Request Year (most recent)	Name
111	RST1	2022	South Boulder Road - Lafayette
111	RST1	2023	Highway 66 Improvements - Main to Hover
111	RST1	2024	95th Reconstruction Valmont to Lookout
111	RST1	2024	95th at Ish Ditch
111	RST1	2024	East CLR - Zlaten to St Vrain Creek
111	RST1	New	95th / Lookout Road Intersection

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
111	RM11	Public Works	2024 Carryforward	One Time	Carryforward	689,447
111	RST1	Public Works	2024 Carryforward	One Time	Carryforward	3,980,487

The Public Works Department is requesting a one-time amendment totaling \$520,000 in the Road and Bridge Fund (111) the following capital & fleet requests:

Request #7 – \$600,000 in the Road and Bridge Projects appropriation (RM11) to construct the N63rd over Lefthand Ditch project this summer. The scope of work for this project is to address damage to the foundation due to scour erosion.

Request #8 – \$670,000 in the Road and Bridge Projects appropriation (RM11) to purchase a John Deere 772G Motor Grader and a new semi-tractor truck for use by the Road Maintenance Division. The two current pieces of equipment are reaching the end of their useful lives.

Request #9 – Reduction of \$750,000 in the Road and Bridge Facilities Projects appropriation (APT1) to defer the construction of the Vacuum Truck Waste Facility and pursue the two requests above instead. \$750,000 was approved by the Board during the FY25 budget process, but PWD would like to transfer to RM11.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
111	RM11	Public Works	Capital and Fleet Requests	One Time	Fund Balance	600,000
111	RM11	Public Works	Capital and Fleet Requests	One Time	Fund Balance	670,000
111	APT1	Public Works	Capital and Fleet Requests	One Time	Fund Balance	(750,000)

Dedicated Resource Fund 117

Housing Department

Request #10 – The Housing Department is requesting a one-time budget increase of \$1,464,362 in the Dedicated Resources Fund (Fund 117), Disaster Recovery Grants appropriation (DR11) to carryforward unused funding for mobile home repairs and replacements.

The county's Healthy and Resilient Mobile Homes Program focuses on the repair and rehabilitation of mobile and manufactured homes in Boulder County using Community Development Block Grant – Disaster Recovery (CDBG-DR) funding. This is a joint program with the City of Boulder, which includes utilizing the CDBG-DR funding to address wind damage repairs to mobile homes.

As of the end of 2024, The Housing Department had issued \$235,638 in payments to the City of Boulder for eligible costs and \$1.4 million remains to be spent in the current fiscal year.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
117	DR11	Housing	2024 Carryforward Mobile Home Repairs	One Time	Carryforward	1,464,362

Office of Sustainability, Climate Action and Resilience (OSCAR)

Request #11 – The Office of Sustainability, Climate Action and Resilience is requesting a one-time budget reduction in the amount of (\$1,047,638) out of the Dedicated Resource Fund (Fund 117) Grants and Special Projects Appropriation (GRN1). They are also requesting an increase to the Dedicated Resource Fund (Fund 117), Sustainability Energy Smart Escrow appropriation (RR12). These budget entries will correct and realign budgets.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
117	GRN1	OSCAR	2025 Correction	One Time	Fund Balance	(1,047,638)
117	RR12	OSCAR	2025 Correction	One Time	Fund Balance	531,638

Request #12 – The Office of Sustainability, Climate Action and Resilience is requesting a one-time carryover budget request for \$29,850 out of the Dedicated Resource Fund (Fund 117), Gross Reservoir Climate Innovation appropriation (GRE7) to allow for full spend down on the Climate Innovation project.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
117	GRE7	OSCAR	2024 Carryforward	One Time	Carryforward	29,850

Parks & Open Space

Request #13 – The Parks & Open Space Department is requesting a one-time budget amendment for \$50,000 out of the Dedicated Resource Fund (Fund 117), Gross Reservoir Recreation Area appropriation (GRE3) to assist with the purchase of two new park ranger vehicles. The total cost of the vehicles is \$175,000 and there is currently \$112,350 available. The remaining \$7,695 of necessary budget is being requested out of fund 151.

The Denver Water Gross Dam settlement allows Boulder County to use \$50,000/year for improved ranger work during the reservoir closure. These vehicles are part of addressing the impacts of the closure on other county recreation. These vehicles will help rangers patrol the area, keep the public safe, and direct users to appropriate alternative recreation.

Contract language

4. Reduce Impacts to county Recreation Areas. Boulder County is concerned that, during construction, recreational uses of the reservoir will redirect to county open space. After construction, some areas of the reservoir previously used for recreation will no longer be available.

4.1. Denver Water will provide \$50,000/year during recreation closure of the reservoir to Boulder County Parks & Open Space to be used for additional rangers, communication, staff, signage, shuttles, and similar measures. Denver Water also agrees to work collaboratively with the county to make Denver Water ranger staff available.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
117	GRE3	Parks & Open Space	2 Vehicles	One Time	Unbudgeted Revenue	50,000

Offender Management Fund 124

Public Works Department (PWD)

Request #14-Boulder County Building Services (BCBS) within PWD is requesting a one-time budget amendment from the Offender Management Fund (124), OMC Jail Improvements appropriation (OMC1) to carryforward unspent capital project budget from 2024 into 2025.

Fund	Approp.	Project Request Year (most recent)	Name
124	OMC1	2024	Alternative Sentencing Facility
124	OMC1	2024	Jail Intake

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
124	OMC1	Public Works	2024 Carryforward Building Services	One Time	Carryforward	54,140

Disaster Recovery Fund 135

Sheriff's Office

Request #15-The Sheriff's Office is requesting a one-time budget amendment from the Disaster Recovery Fund (124), Flood Recovery Sales & Use Tax appropriation (FR11) in the amount of \$240,000. This will allow for a necessary accounting transfer. The transferred funds will cover the outstanding Calwood Fire project expenses in Fund 117 from 2020, 2021, 2022 and 2023 that were not covered by federal reimbursement.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
135	FR11	Sheriff's Office	Calwood Fire Project Closeout	One Time	Fund Balance	240,000

Sustainability Sales Tax Fund 136

Public Works Department (PWD)

Request #16 – Boulder County Building Services, within PWD, is requesting a one-time budget amendment from the Sustainability Sales Tax Fund (136), SST Funding to PWD appropriation (SST2) to carryforward unspent capital project budget from 2024 into 2025.

Fund	Approp.	Project Request Year (most recent)	Name
136	SST2	2023	EV Charging Units for Regional Air Quality Council (RAQC) Grant
136	SST2	2024	Facility Electrification Study (decarbonization)
136	SST2	2024	RAQC Matching Grant Funds (electric landscaping equipment)
136	SST2	2024	Recycle Center Admin Boiler Replacement

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
136	SST2	Public Works	2024 Carryforward Building Services	One Time	Carryforward	121,820

Capital Expenditure Fund 141

Public Works Department (PWD)

Request #17 – Boulder County Building Services (BCBS), within PWD, is requesting a one-time budget amendment from the Capital Expenditure Fund (141) from various appropriations to carryforward unspent capital project budget from 2024 into 2025.

Fund	Approp.	Project Request Year (most recent)	Name
141	COP1	2020 or prior	Buildout of Lafayette HUB

Fund	Approp.	Project Request Year (most recent)	Name
141	GR11	2022	Comms Center (Emergency Ops Center) Expansion
141	GR11	2022	Jail Kitchen Remodel
141	GR11	2023	Alternative Sentencing Facility
141	GR11	2023	Facilities Master Plan Update
141	GR11	2024	ADA Corrective Action Plan
141	GR11	2024	Energy Ordinance Requirements
141	GR11	2024	Fairgrounds Maintenance Shop MS4 Compliance
141	GR11	2024	Physical Security Upgrades Phase 1 of 3

Fund	Approp.	Project Request Year (most recent)	Name
141	IF11	2022	Server (DTC) HVAC Replacement
141	IF11	2022	Jail Building C Air Handling Unit Replacement
141	IF11	2023	Clerk & Recorder Air Handler Replacement
141	IF11	2023	DTC Chiller Replacement
141	IF11	2023	Recycle Center Admin Boiler Replacement
141	IF11	2024	Comm Center CRAC Unit Replacement
141	IF11	2024	Countywide Access Control System Upgrades (Phase 1 of 2)
141	IF11	2024	Countywide HVAC Control System Upgrades (Phase 1 of 2)
141	IF11	2024	Downtown Annex Air Handling Unit Replacement
141	IF11	2024	EV Charging Station Infrastructure
141	IF11	2024	Jail Domestic Water Line Replacement
141	IF11	2024	Jail Mechanic Room Piping Repairs
141	IF11	2024	Sheriff HQ Carpet Replacement
141	IF11	2024	Sheriff HQ Roof Replacement
141	IF11	2024	Terry Street Asphalt Repairs

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
141	COP1	Public Works	2024 Carryforward Building Services	One Time	Carryforward	964,787
141	GR11	Public Works	2024 Carryforward Building Services	One Time	Carryforward	6,650,124
141	IF11	Public Works	2024 Carryforward Building Services	One Time	Carryforward	3,928,807

Emergency Services Sales Tax Fund 151

Parks & Open Space Department

Request #18 – The Parks & Open Space Department is requesting an ongoing budget amendment from the Emergency Services Sales Tax Fund (151), Emergency Services Sales & Use Tax General appropriation (EST1) to fund four new Full-Time Equivalent (FTE) Park Rangers and the necessary equipment for these positions. These rangers will improve public safety for individuals using county open space and adjacent lands.

Request #18.5 – The Parks & Open Space Department is requesting a one-time budget amendment for \$7,695 out of the Emergency Services Sales Tax Fund (151), Emergency Services Sales & Use Tax General appropriation (EST1) to assist with the purchase of two new park ranger vehicles. The

total cost of the vehicles is \$175,000 and there is currently \$112,350 available budget to cover this cost. The remaining \$50,000 of necessary budget is being requested out of Fund 117.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
151	EST1	Parks & Open Space	1.0 FTE Park Ranger	Ongoing	Carryforward	74,858
151	EST1	Parks & Open Space	1.0 FTE Park Ranger	Ongoing	Carryforward	74,858
151	EST1	Parks & Open Space	1.0 FTE Park Ranger	Ongoing	Carryforward	74,858
151	EST1	Parks & Open Space	1.0 FTE Park Ranger	Ongoing	Carryforward	74,858
151	EST1	Parks & Open Space	2 Vehicles	One Time	Fund Balance	7,695

Sheriff's Office

Request #19 – The Sheriff's Office is requesting a one-time, and an ongoing budget amendment from the Emergency Services Sales Tax Fund (151), Emergency Services Sales & Use Tax General appropriation (EST1) for \$172,374 to fund an Emergency Services Coordinator and a fully outfitted emergency vehicle. The Sheriff's Office is responsible for coordinating search and rescue, per Colorado state statutes. They currently have 4 employees that work on a 24/7/365 basis: to help meet calls for service demand, they remain available for work seven days per week during the busy season from May through September. This schedule prohibits a coordinator from taking a weekend day off unless someone else can work an extra day.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
151	EST1	Sheriff's Office	1.0 FTE Emergency Services Coordinator	Ongoing	Fund Balance	62,340
151	EST1	Sheriff's Office	1.0 FTE Emergency Services Vehicle	One Time	Fund Balance	110,034

Risk Management Fund 174

County Attorney's Office

Request #20 – The County Attorney's Office is requesting a one-time budget amendment for \$71,612 in the Risk Management Administration Appropriation (GAF1) to correct an error to the permanent wages account.

Fund	Approp.	Office/Department	Proposal Name	Frequency	Source	Amount Requested
174	GAF1	County Attorney	Correction	One Time	Fund Balance	71,612