

BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, COLORADO

TUESDAY, FEBRUARY 8, 2022

At the regular meeting of the Board of County Commissioners for Arapahoe County, Colorado held at the Administration Building, 5334 South Prince Street, Littleton, Colorado on Tuesday, the 8th day of February, 2022, there were present:

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|------------------------------------|-------------------------|--------------------|
| Nancy Jackson, Chair | Commissioner District 2 | Present |
| Carrie Warren-Gully, Chair Pro Tem | Commissioner District 5 | Present |
| Bill Holen | Commissioner District 1 | Present |
| Jeff Baker | Commissioner District 3 | Present |
| Nancy Sharpe | Commissioner District 4 | Present |
| Ron Carl | County Attorney | Present |
| Joan Lopez | Clerk to the Board | Absent and Excused |
| Joleen Sanchez | Clerk to the Board | Present |
| | Administrator | |

RESOLUTION NO. 22-049 It was moved by Commissioner Sharpe and duly seconded by Commissioner Warren-Gully to adopt the following Resolution:

WHEREAS, the Board of County Commissioners has the authority, pursuant to Section 30-11-107 (1) (aa), C.R.S., to establish policies and procedures regarding entering into contracts binding on the County, and to delegate its power to enter into such contracts pursuant to such policies and procedures, where amounts specified in such policies and procedures and where such contracts otherwise comply with limits and requirements set forth in such policies and procedures; and

WHEREAS, the Board of County Commissioners has authority to delegate its authority with respect to other, non-contractual matters, including certain of the powers and functions described in Section 30-11-107, C.R.S. and other statutory provisions; and

WHEREAS, the Board of County Commissioners has previously adopted a Financial Management Manual and Purchasing Policies containing financial policies and procedures related to contract amounts, limits and requirements; and

WHEREAS, the Board of County Commissioners has elected to delegate to various County officials and employees its authority concerning specific powers and functions as specified in this Resolution, and consistent with applicable law and any existing policies and procedures not specifically superseded by this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County, that, from the date of passage of this resolution until the Board's annual reorganization meeting in the year 2023, the following officials and employees of Arapahoe County shall have the delegated authority of the Board of County Commissioners to sign specific

types of contracts, agreements, forms, and property-rights-related documents, and to exercise other functions, as follows:

DEPARTMENT OR OFFICE, TYPE OF DOCUMENTS/CONTRACTS

Assessor

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$30,000, with prior notification to the Board of County Commissioners at a Drop In session

Clerk and Recorder

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$30,000, with prior notification to the Board of County Commissioners at a Drop In session
- Intergovernmental agreements for installation of mail ballot drop-off boxes
- Agreements to establish Voter Service Polling Centers with prior notification to the Board of County Commissioners at a Drop In session
- Intergovernmental agreements for conducting coordinated elections
- Memorandums of understanding for the provision of election services that do not involve the expenditure of County funds
- Intergovernmental Agreements to enter into cooperative arrangements with other counties and governmental entities to establish co-branded election service locations, including drop boxes and Voter Service Polling Centers
- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased (unless approved by the BOCC)

Commissioner's Office Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Advertising Agreements
- Sponsorship Agreements
- Agreements and documents related to the expenditure of American Rescue Plan Act funds for projects approved by the BOCC at a Drop-In or Study Session

Community Resources Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased, or where no additional appropriations are required (unless approved by the BOCC)
- Agreements with sub-grantees/recipients
- Contracts for programs or expenditures specifically approved by the BOCC in the budget process or plan approval process
- Service plans for submission to grant agencies
- Intergovernmental Agreements and Memorandums of Understanding related to the Douglas County TANF and Employment First programs
- Administrative documents/certifications necessary to obtain the release of grant funds or to close out grant fiscal periods
- Memorandums of Understanding that do not require BOCC signature
- WIOA Memorandums of Understanding covered by a master agreement signed by the BOCC
- Agreements and Intergovernmental Agreements related to Colorado Urban Workforce Alliance reimbursement to providers for authorized activities
- Agreements and documents related to the expenditure of American Rescue Plan Act funds for projects approved by the BOCC at a Drop-In or Study Session
- MOU's, Agreements and Intergovernmental Agreements related to A/D Works sub-recipient contracting and reimbursement to providers for authorized activities

Coroner

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$30,000, with prior notification to the Board of County Commissioners at a Drop In session

County Attorney or Acting County Attorney (and a designee when the County Attorney is on leave)

- Agreements for services, goods, or the lease/rental of property

- Authorization to affix a facsimile of the Chairman's signature to Board of Equalization decisions as approved by the Board of Equalization
- Board of Assessment Appeals Stipulations and Arbitration and Abatement Stipulations as agreed to by the Assessor
- Authorization to affix a facsimile of the Chair's signature to Abatement Decisions as approved by the Board
- Confidentiality agreements for litigation purposes
- Releases/Waivers requested of the County by third-parties and/or their insurers for the County to receive reimbursement for damages caused to County property and/or workers' compensation expenses incurred by the County as a result of the actions of third-parties
- Agreements to settle workers' compensation claims in an amount not to exceed \$50,000

Facilities and Fleet Management Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services
- Agreements pertaining to capital projects including design services, site preparation, utilities, construction services, fixtures and equipment, and amendments/change orders thereto
- Approval of contractor payment applications
- Authority to make decisions relating to design, construction, and contractor issues
- Documents necessary for capital project close-out
- Documents necessary to obtain land use or permit approvals from jurisdictions that have regulatory authority over the property being developed
- Intergovernmental Agreements and Memorandums of Understanding related to facility projects
- License Agreements for installation and maintenance of improvements or additions to facilities

- Memorandums of Understanding (MOU's) with SEMSWA and/or other similar agencies related to facility projects
- Awards on requests for qualifications, proposal, or bid
- Agreements and documents related to the expenditure of American Rescue Plan Act funds for projects approved by the BOCC at a drop-in or study session
- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased (unless approved by the BOCC)

Finance Director or Acting Director (and a designee, when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services
- Awards on requests for qualifications, proposal, or bid (may also be signed by a specified designee)
- Purchase Orders (may also be signed by a specified designee)
- Agreements and other documents relating to grants for North Central Region (Homeland Security)
- Waivers per the Arapahoe County Finance Policies in amounts up to \$100,000
- Agreements and documents related to the expenditure of American Rescue Plan Act funds for projects approved by the BOCC at a drop-in or study session

Finance, Purchasing Manager (or a designee when the Purchasing Manager is on leave)

- Purchase Orders (may also be signed by a specified designee)
- Awards on requests for qualifications, proposal, or bid (may also be signed by a specified designee)
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services
- Waivers per the Arapahoe County Finance Policies in amounts up to \$100,000

Human Resources Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Advertising Contracts
- Insured Benefit Consulting Contracts
- Contracts associated with employee insurance and other benefits

Human Services Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Foster Care Contracts (may also be signed by a specified designee)
- Day Care Contracts (may also be signed by a specified designee)
- Contracts for programs or expenditures specifically approved by the BOCC in the budget process or plan approval process
- Memorandums of Understanding that do not require BOCC signature
- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased (unless approved by the BOCC)
- Agreements with sub-grantees/recipients
- Intergovernmental Agreements and Memorandums of Understanding related to the Collaborative Foster Care Program (CFCP)
- Colorado Works and Colorado Child Care Assistance Program Policies
- Core Services Plan specifically approved by the BOCC in the budget process or plan approval process (3 year plan, but Colorado Department of Human Services requires signature annually)
- Annual Chafee Foster Care Independence Program Plan specifically approved by the BOCC in the budget process or plan approval process
- Certification of Compliance for the County Personnel and Merit System with the Colorado Department of Human Services
- Agreements and documents related to the expenditure of American Rescue Plan Act funds for projects approved by the BOCC at a drop-in or study session

Information Technology Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Computer hardware, software, and other IT related agreements
- Intergovernmental Agreements for HSConnects
- Maintenance and repair contracts for all copiers, FAX machines, printers, filmer/endosers, or other similar office equipment
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services

Open Spaces Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services
- Agreements pertaining to capital projects including design services, site preparation, utilities, construction services, fixtures and equipment, and amendments/change orders thereto
- Approval of contractor payment applications
- Authority to make decisions relating to design, construction, and contractor issues
- Documents necessary for capital project close-out
- Documents necessary to obtain land use or permit approvals from jurisdictions that have regulatory authority over the property being developed
- Awards on requests for qualifications, proposal, or bid
- Intergovernmental Agreements with other governmental entities related to the Arapahoe County Recreation District and the Open Spaces Program
- Rental Agreements for the use of the Arapahoe County Fairgrounds
- Arapahoe County Fair Exhibitor/Vendor/Equipment Rental/Services Agreements
- Closing documents related to open space transactions approved by the BOCC

- Approval of uses authorized by conservation easements managed by the County
- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased (unless approved by the BOCC)
- Memorandums of Understanding that do not require BOCC signature
- Authority to approve and sign temporary construction, access, or use easements
- Authority to approve sponsorship and advertising agreements

Public Works and Development Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods, or the lease/rental of property
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services
- Granting probationary or final acceptance for public improvements associated with private development, including both partial reductions of and complete releases of collateral
- Placement of signs in accordance with the adopted Manual on Uniform Traffic Control Devices (MUTCD)
- Community Acknowledgements for Conditional Letters of Map Revisions (CLOMR's), Letters of Map Revisions (LOMR's) and Letters of Map Amendments (LOMA's) and public notification letters regarding floodplain and floodway revisions
- Agreements pertaining to capital projects including design services, site preparation, utilities, construction services, and amendments/change orders thereto
- Documents necessary for capital project administration, management, and close-out
- Limited authority/power as designated by the BOCC regarding contracts for manpower and for equipment in emergency situations (i.e. blizzards, tornadoes, floods, etc.)
- Draws on Letters of Credit
- Intergovernmental Agreements and Memorandums of Understanding related to Public Works and Development projects and issues
- Authorization to sign reimbursement agreements with developers for reimbursement of funds in excess of the developer's requirements

- Waivers of public improvement requirements and or GESC collateral for projects involving public entities
- Traffic Signal Escrow Agreements
- Landscape Agreements
- Agreements to Abate Zoning Violations
- Private Street Agreements
- Transit Shelter Agreements
- Memorandums of Agreement, closing documents, and CDOT Recommendation for Settlement documents, for conveyance of rights-of-way, easements, and other interests in real property to the County (Board required to accept conveyances)
- License Agreements for installation and maintenance of improvements or additions within public rights-of-way and easements
- Fee waivers or reductions where land use applications are withdrawn
- Closure of roads within unincorporated Arapahoe County for a period of time not to exceed 20 days where due to construction activities closure is necessary for traffic safety and for protection of work crews and road equipment
- Subdivision improvement agreements, including any amendments, extensions, releases of collateral, escrow agreements, and consent to conveyance and assumption of liability agreements
- Intergovernmental agreements with CDOT related to the utilization of federal funds on County Capital Improvement Projects, including provisions requiring the County to provide matching funds and to expend funds as authorized in the department's approved budget
- MS4 Permit security agreements for public or partner agencies
- Stormwater Facility Maintenance Agreements
- Partnership Agreements and MS4 Partnerships (with SEMSWA or similar agencies)
- Memorandums of Understanding (MOU's) with SEMSWA and/or other similar agencies
- National Flood Insurance Program (NFIP) Community Rating System (CRS) Annual Recertification and Cycle Verification Forms

- Energy Facility Memorandums of Understanding in such form approved by the Board
- Agreements with HOA's to allow private snowplowing of subdivision roads under County jurisdiction
- Approval of permits to locate roadside memorials along county roads pursuant to County policy
- Site Supplements pursuant to a BOCC approved Master License Agreement for small cell wireless facilities within County public rights-of-way
- Real time signal progression and timing traffic data sharing agreements with private and public entities
- Authority to sign roadway damage agreements
- Authority to sign PWD Title VI Plan and amendments as necessary subject to review and approval by the County Attorney's Office

Sheriff

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$30,000 with prior notification to the Board of County Commissioners at a Drop In session unless such agreements are authorized pursuant to the Emergency Operations Plan
- Agreements and other documents relating to grants for the North Central Region (Homeland Security)
- Extensions of and amendments to agreements for services for up to four subsequent years
- Ambulance licenses
- Emergency management grant applications
- County drive track rental agreements
- Mutual aid agreements that do not bind the County to the expenditure of funds
- Emergency mutual aid agreements related to wildfire response
- Intergovernmental agreements after review and approval by the Board of County Commissioners at a Drop In session
- Renewals, extensions, and amendments to existing intergovernmental agreements that do not bind the County to the expenditure of funds

- Grant applications, certifications, and agreements where no matching funds are required and no FTE's are hired or fixed assets purchased (unless approved by the BOCC)
- Administrative documents/certifications necessary to obtain the release of grant funds or to close out grant fiscal periods
- Extensions to/renewals of existing task force agreements
- Agreements to provide dispatch services for the City of Sheridan, the Towns of Bow Mar and Columbine Valley, Cherry Creek Village, Arapahoe Community College, and Cherry Creek State Park
- Agreements for the provision of education/training services to the ACSO
- Agreements for the shared use of the County radio communications network
- Law enforcement agreements with the Towns of Deer Trail, Bennett and Foxfield unless there are changes to the scope of services that affect the cost or changes to the formula that is used to determine the cost
- Lease agreement for the Byers Substation

Strategic Performance Director or Acting Director (and a designee when the Director is on leave)

- Agreements for services, goods or the lease/rental of property

Treasurer

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$30,000, with prior notification to the Board of County Commissioners at a Drop In session

All said authority is subject to all applicable statutory and regulatory limitations and restrictions, including any law, policy or procedure that is adopted subsequent to the date of this Resolution. In addition, all authority granted herein must be exercised in conformance with all budgets, policies, plans and resolutions of the Board of County Commissioners, and all documents which create legal rights or obligations must be approved as to form by the County Attorney's Office.

Said authority is granted at the pleasure of the Board of County Commissioners, and may be withdrawn by the Board of County Commissioners at any time, in whole or in part, with or without reason or cause.

The vote was:

Commissioner Baker, Yes; Commissioner Holen, Yes; Commissioner Jackson, Yes; Commissioner Sharpe, Yes; Commissioner Warren-Gully, Yes.

The Chair declared the motion carried and so ordered.

I, Joan Lopez, Arapahoe County Clerk and ex-officio Clerk to the Board of County Commissioners, in and for the County and State aforesaid, do hereby certify that the annexed and foregoing order is truly copied from the records of the proceedings of the Board of County Commissioners for said Arapahoe County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Littleton, Colorado this 14th day of February, 2022.



A handwritten signature in black ink, appearing to read "Joan Lopez", is written over a horizontal line.

Joan Lopez, Clerk to the Board