



ARAPAHOE COUNTY

Carrie Warren-Gully, District 1  
Jessica Campbell, District 2  
Jeff Baker, Chair Pro Tem, District 3  
Leslie Summey, Chair, District 4  
Rhonda Fields, District 5

# Arapahoe County

## Board of County Commissioners Study Session

### Meeting Minute Summaries

Wednesday, June 18, 2025  
9:30 AM

Administration Building  
5334 S. Prince St.  
Littleton, CO 80120  
West Hearing Room

#### Special Meeting

*The Arapahoe County Board of Commissioners typically holds weekly study sessions on Monday and Tuesday. Study sessions (except for executive sessions) are open to the public and agendas are available online at [arapahoe.legistar.com](http://arapahoe.legistar.com). Meetings marked with an asterisk (\*) can be attended virtually via [arapahoe.legistar.com](http://arapahoe.legistar.com) while non-asterisked (\*) sessions are open to in-person attendance only. The members of the Board of County Commissioners may choose to attend study sessions virtually.*

*The Board of County Commissioners may go into executive session during or at the conclusion of a study session or administrative meeting as necessary to receive legal advice or discuss other confidential matters, and if they do so, the public will be excluded from that portion of the meeting. The Board may alter the times of the meetings throughout the day, as well as cancel or reschedule noticed meetings. Contact the Commissioners' Office at 303 795 4630 or [kdavis2@arapahoegov.com](mailto:kdavis2@arapahoegov.com) with questions about the agenda.*

*Arapahoe County is committed to making its public meetings accessible to persons with disabilities. If you need special accommodations, please contact the Commissioners' Office at 303 795 4630 or Relay Colorado 711 at least 3 days in advance to make arrangements.*

#### Commissioners Present

Carrie Warren-Gully  
Jeff Baker  
Jessica Campbell  
Leslie Summey  
Rhonda Fields

#### Others Present

Ron Carl  
John Christofferson  
Michelle Halstead  
Cooney Sarracino  
Callie Pecore  
Joan Lopez  
P.K. Kaiser  
Patrick Hernandez

#### STUDY SESSION TOPICS

9:30 AM \*Clerk and Recorder 1A Information Session

**Attachments:** [Board Summary Report Presentation](#)

The purpose of this study session was to provide information to the Board of County Commissioners about the funding realities, needs and wants regarding the Clerk and Recorder's Office. This will help inform the County's use of additional 1A funds and the upcoming 2026 budget discussions

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Staff presented the foundation and included that the Clerk & Recorder will be providing the "Have to" items, "Should" items, and the "Could" items regarding the use of additional 1A funds.

The current service levels and resources provided by the Clerk & Recorder were presented and discussed. The services provided were listed and the most critical needs were presented.

Staff presented the "Have to" items. These items included moving the Aurora Motor Vehicle Branch Office, installation of fencing around Election Warehouse, and complete construction of hub space.

Staff presented the "Should" items. These items included clean and rebrand election boxes, re-design election warehouse, and expanding the video education library.

Staff presented the "Could" items. These items included expanding Election Division, building employee spaces, expanding county training opportunities, and expanding the Motor Vehicle Division by 3 FTE.

A graph showing a historical look of the Clerk & Recorders General Fund Expenditures from 2019-2024 was displayed and reviewed.

A line graph was presented showing the FTEs by fund from 2019-2024.

Areas of opportunity were listed and discussed. The priorities were to improve service delivery, optimized efficiencies, and employee retention.

The challenges and concerns were reviewed.

Commissioner asked for clarification of the funding for requests.

Commissioner asked about the requested FTEs for the Motor Vehicle Division.

Commissioner asked about the requested FTEs for the Election Division and the location of the proposed Motor Vehicle Move.

Commissioner asked about the funding requests as they relate to the goals of the department.

Presentation concluded without a vote.

10:30 AM \*Assessor 1A Information Session

**Attachments:** [Board Summary Report Presentation](#)

The purpose of this study session was to provide information to the Board of County Commissioners about the funding realities, needs and wants regarding the Assessor's Office. This will help inform the County's use of additional 1A funds and the upcoming 2026 budget discussions.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Staff presented the foundation and included that the Assessor will be providing the "Have to" items, "Should" items, and the "Could" items regarding the use of additional 1A funds.

The current service levels and resources provided by the Assessor were presented and discussed. The services provided were listed

Staff presented the "Have to" items. These items included the Altura office relocation, salary increases, and reconfiguration of the administration office layout.

Staff presented the "Should" items. These items included reconfiguration of the entire administration office layout and full mobile capability for all field appraisers which include tablets.

Staff presented the "Could" items. These items included proposing hubs at CentrePoint, administration building, and Lima Plaza.

A graph showing a historical look of the Assessors General Fund Expenditures was displayed and reviewed.

A line graph was presented showing the FTEs from 2019-2024.

Areas of opportunity were listed and discussed.

The challenges and concerns were reviewed. Many challenges stem from the growth of Arapahoe County compared to staffing and technology.

Commissioner asked about salary concerns and the proposed relocation.

Commissioner asked about the requested Assessor software.

Presentation concluded without a vote.

11:00 AM \*Human Resources 1A Information Session

**Attachments:** [Board Summary Report Presentation](#)

The purpose of this study session was to provide information to the Board of County Commissioners about the funding realities, needs and wants regarding the Human Resources department. This will help inform the County's use of additional 1A funds and the upcoming 2026 budget discussions.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Staff presented the foundation and included that the Human Resources Department will be providing the "Have to" items, "Should" items, and the "Could" items regarding the use of additional 1A funds.

Focus areas of the Human Resources Department were presented and discussed. The programs and services provided were listed.

Staff presented the "Have to" items. These items included an emphasis on total compensation and a Labor Relations Program Manager FTE.

Staff presented the "Should" items. These items included education for leadership, management, and compliance, and a DEI program.

Staff presented the "Could" items. These items included 1-2 FTEs for centralized recruiting, paid caregiver benefits for staff, and volunteer time off.

A graph showing a historical look of the Human Resources Department General Fund Expenditures was displayed and reviewed.

A line graph was presented showing the FTEs by fund from 2019-2024.

Areas of opportunity were listed and discussed.

The challenges and concerns were reviewed.

Commissioner asked regarding staffing payments with other department.

Commissioner asked about the department for relations staffing.

Commissioner asked for clarification surrounding training.

Presentation concluded without a vote.

**The meeting was adjourned.**

**\*Virtual/Streamed**

