

## BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, COLORADO

**TUESDAY, FEBRUARY 12, 2024**

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 12<sup>th</sup> day of March 2024, there were present:

|                                     |                                |                           |
|-------------------------------------|--------------------------------|---------------------------|
| <b>Carrie Warren-Gully, Chair</b>   | <b>Commissioner District 1</b> | <b>Present</b>            |
| <b>Leslie Summey, Chair Pro Tem</b> | <b>Commissioner District 4</b> | <b>Present</b>            |
| <b>Jessica Campbell-Swanson</b>     | <b>Commissioner District 2</b> | <b>Present</b>            |
| <b>Jeff Baker</b>                   | <b>Commissioner District 3</b> | <b>Present</b>            |
| <b>Bill Holen</b>                   | <b>Commissioner District 5</b> | <b>Present</b>            |
| <b>Ron Carl</b>                     | <b>County Attorney</b>         | <b>Present</b>            |
| <b>Joan Lopez</b>                   | <b>Clerk to the Board</b>      | <b>Absent and Excused</b> |
| <b>Cooney Sarracino</b>             | <b>Clerk to the Board</b>      | <b>Present</b>            |
|                                     | <b>Administrator</b>           |                           |

**RESOLUTION NO. 24-077** It was moved by Commissioner Campbell-Swanson and duly seconded by Commissioner Baker 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 adopts the next signature authority resolution in the year 2025, 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 \$50,000

**Clerk and Recorder**

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$50,000
- Intergovernmental agreements for installation of mail ballot drop-off boxes
- Agreements to establish Voter Service Polling Centers with prior notification to the BOCC 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 FTEs 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
- MOUs, Agreements and Intergovernmental Agreements related to A/D Works sub-recipient contracting and reimbursement to providers for authorized activities
- IGAs and subsequent amendments related to grant funded programming with workforce areas on behalf of A/D Works!

**Coroner**

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$50,000

**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 BOCC
- 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/authorization to settle workers' compensation claims in an amount not to exceed \$50,000
- Sole authority to enter into agreements to retain services of outside counsel and other professionals performing services related to legal services and to authorize payment for services

**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 (MOUs) 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 FTEs 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
- Grant applications, certifications, and agreements where no matching funds are required, and no FTEs are hired or fixed assets purchased (unless approved by the BOCC)
- Agreements and Memorandums of Understanding on behalf of the County acting as the fiscal agent for the Arapahoe County Regional Opioid Council (Region 9)
- Reimbursement requests to the Colorado Judicial Department related to the creation of a district attorney's office in the 23<sup>rd</sup> Judicial District

- 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 FTEs 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)
- Intergovernmental Agreements with the State of Colorado for Raise the Future
- Intergovernmental Agreements with the State of Colorado for Colorado Works
- Intergovernmental Agreements for Short Term Assessment and Placement Beds for High Risk Youth
- 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 HS Connects
- Intergovernmental Agreements with the State of Colorado to lease Human Services computers
- Maintenance and repair contracts for all copiers, FAX machines, printers, filer/endorsers, or other similar office equipment
- Agreements necessary for emergency purchases (as defined in the Arapahoe County Purchasing Policy) of goods and services

- Intergovernmental Agreements with municipalities within Arapahoe County regarding cooperative efforts focused on fiber technology where the project has been previously approved by the BOCC

**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 FTEs 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 license agreements, letters of authorization, recreation leases, and stormwater agreements permitting the use of Open Spaces properties**

- 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 (CLOMRs), Letters of Map Revisions (LOMRs) and Letters of Map Amendments (LOMAs) 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, if funding for the project has been budgeted or the project has otherwise been approved by the BOCC
- 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 such interests in real property to the County where the BOCC previously approved the acquisition of the real property interests required for a public works project (BOCC 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
- Temporary construction easements granting a license or other temporary right to use private property as needed for road or bridge construction or maintenance projects
- Full or partial 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
- Authority to establish a construction zone and related speed limits for construction and maintenance projects for enhanced penalties in accordance with the adopted Model Traffic Code and/or State Statute
- Subdivision improvement agreements, or other public improvement agreements and traffic signal or other public improvement escrow agreements, if required for development under the Land Development Code, and including the authority to execute assignments of such improvement agreements or consent to conveyance and assumption of liability agreements for such improvement agreements; and to execute amendments or extensions to such improvement agreements, and to execute instruments to release collateral and/or release or terminate such agreements upon final acceptance of the improvements
- 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 (MOUs) 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 BOCC
- Agreements with HOAs to allow private snowplowing of subdivision roads under County jurisdiction
- Approval of permits to locate roadside memorials along county roads pursuant to County policy
- Master License agreements and Site Supplements 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
- Data sharing agreements for traffic related data generated by Public Works and Development
- 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 \$25,000 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)
- 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 BOCC 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 FTEs 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 Hills 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
- Agreements for media dispatch access
- 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
- SWAT Training Release of Liability Agreements

## **Treasurer**

- Agreements for services or the purchase or lease of goods, in an amount not to exceed \$50,000

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 Campbell-Swanson, Yes; Commissioner Holen, Yes; Commissioner Summey, Yes; Commissioner Warren-Gully, Yes.