

BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, COLORADO

TUESDAY, JUNE 1, 2021

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 1st day of June, 2021, there were present:

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

All draft resolutions hereto presented to the Board, as may have been modified by Board review, are contained herein in final form as approved by the Board.

RESOLUTION NO. 21-183 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to approve and adopt the Arapahoe County Remote Work Policy as presented to the Board of County Commissioners on this date.

Arapahoe County Remote Work Policy

Approved by the BOCC: June 1, 2021
Resolution No. 21-183

Purpose: The purpose of this policy is to provide the framework under which employees may be allowed to work at home or in some other satellite location for all or part of their workweek ("remote work"). Arapahoe County considers remote work to be a viable option when an assessment of the nature of the job functions, business needs and other relevant criteria indicate it is a suitable arrangement.

Scope: This policy applies to all Arapahoe County employees.

Eligibility:

- Employee current work standing should be "Meet Expectations" or higher.
- Job duties must be conducive to working remotely.
- The employee shall have required technology at worksite.
- The employee shall have a workplace environment conducive to safe and efficient work operations.

Policies: It is the policy of Arapahoe County to make available, where appropriate, the option to work remotely in accordance with the criteria and procedures set forth in this policy.

- A. This remote work policy shall supersede all prior and/or existing telecommuting or remote work policies or arrangements.
- B. All County and Department/Office Policies, Procedures and Guidelines remain in effect regardless of work location. This policy does not negate any other expectation or practice of the County. All employees must adhere to the County's Policies, procedures, and Guidelines whether on site or remote.
- C. If an employee is deemed suitable for a remote work arrangement, prior to commencing the arrangement the employee must sign a remote work agreement, and it must be signed by their Elected Official, Department Director or designee. The written agreement will describe the approved remote work location(s), the approved hours/schedule for remote work, certify that the remote work-station meets safety, technology and equipment requirements, and any other applicable conditions/requirements for the remote work arrangement.
- D. Elected Official/Department Directors may implement or terminate remote work arrangements, where appropriate, for eligible employees. Final approval, denial or cancellation of all remote work agreements will be at the sole discretion of the Department Director/Elected Official or their designees.
- E. Remote work employees shall not hold in person business meetings with internal or external clients, customers, or colleagues at their residence.
- F. Remote work employees must live and work within Colorado.
- G. Remote work employees may, at the discretion of their immediate supervisor, be called to work at their non-remote office on any regular remote workday during their regular work hours to meet workload requirements; or for any other business reason.
- H. Remote work employees shall not allow dependent care or other personal responsibilities to interfere with their ability to work effectively during required work hours, unless approved by an Office/Department supervisor.
- I. Reimbursement for travel mileage for meetings, and for other business expenses incurred during remote working hours, shall be pursuant to County Finance Department expense reimbursement policies.

- J. The County may at its discretion provide remote work employees with some of the equipment and supplies needed to perform their specific job function at their approved remote work location. Each Office and Department in coordination with the Information Technology Department will determine appropriate equipment packages based on job, operational needs, and budgetary constraints. Employees will be expected to provide any equipment and supplies not otherwise provided by the County.

The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO. 21-184 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to adopt the following Resolution:

WHEREAS, the Board of County Commissioners of Arapahoe County met at a duly and lawfully called meeting held on Tuesday, June 1, 2021; and

WHEREAS, the Board at that time considered the Petition for Abatement or Refund of Taxes as submitted by taxpayers and as contained within an Agenda Memorandum to the Board; and

WHEREAS, applicable procedures, due process, and requirements of notice were followed pursuant to Sections 39-1-113 and 39-10-114, C.R.S.; and

WHEREAS, no Petitioner or representatives of the Arapahoe County Assessor were present, although both parties were afforded notice; and

WHEREAS, the Board received comments from the County Attorney, received exhibits and reviewed the record as represented by an Agenda Memorandum summarizing the Petitions and the Arapahoe County Assessor recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County as follows:

1. That the Petitions listed below, presented this date to the Board and relating to the schedule numbers set forth therein, shall be and are hereby granted, the recommendations of the Assessor are hereby adopted and abatements or refunds in the amounts approved by the Assessor are hereby approved by the Board.

Petitioner	Parcel Number	Year	Refund
Joseph A. Nigro and Dave Edwards	1975-25-2-03-001	2020	\$98,754.37

GDC Aurora LLC, Weingarten/Miller/Aurora II, LLC	1975-07-3-29-017	2019	\$10,181.18
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The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO. 21-185 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to approve a request for funding in the amount of \$220,000 in Open Space Acquisition and Development funds for the Chenango Park Trail Improvements Joint Project, contingent on the contribution of matching funds and the execution of an intergovernmental agreement between Arapahoe County and the City of Greenwood Village as presented to the Board of County Commissioners on this date.

The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO 21-186 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to authorize the Clerk & Recorder to do the following:

- Sign an extension of the Agreement for Services with K&H Election Services through December 31, 2021;
- Use the West Hearing Room in the Administration Building as a Voter Service and Polling Center (VSPC) during the Coordinated Election and have complete access and use of the room from October 20 – November 3, 2021, which includes time for setup and teardown of the VSPC; and
- June 23, 2021: Close the Election Division of the Clerk and Recorder's Office from 11:30am to 4:00pm so that all employees and managers in the Election Division can attend an in-house training session.

The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO. 21-187 It was moved by Commissioner Warren-Gully and seconded by Commissioner Holen to make the following appointments and reappointments to the following citizen boards and committees, representing Arapahoe County beginning Jun. 1, 2021, for terms as prescribed below:

1. Retirement Board. Pursuant to Article 54 of Title 24, C.R.S., recommending the following individual be appointed for a four-year term:
 - Darcy Kennedy

The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO. 21-188 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to approve the use of \$50,000 of Open Spaces Acquisition and Development funds for the South Platte Working Group Implementation Plan.

The vote was:

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

The Chair declared the motion carried and so ordered.

RESOLUTION NO. 21-189 It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to approve the submitted warrant disbursement register, dated May 17, 2021, reviewed by the Board of County Commissioners on this date. The Arapahoe County Finance Officer, Chair of the Board of Social Services, and the Chair of the Board of County Commissioners are hereby authorized to sign same. All pre-paid and statutory Social Service warrants are hereby authorized for payment this week, subject to inclusion on the warrant disbursement register next week and ratification by the Board of County Commissioners.

The vote was:

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

The Chair declared the resolution adopted and so ordered.

RESOLUTION NO. 21-190

It was moved by Commissioner Warren-Gully and duly seconded by Commissioner Holen to approve the submitted warrant disbursement register, dated May 24, 2021, reviewed by the Board of County Commissioners on this date. The Arapahoe County Finance Officer, Chair of the Board of Social Services, and the Chair of the Board of County Commissioners are hereby authorized to sign same. All pre-paid and statutory Social Service warrants are hereby authorized for payment this week, subject to inclusion on the warrant disbursement register next week and ratification by the Board of County Commissioners.

The vote was:

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

The Chair declared the resolution adopted and so ordered.

The foregoing Resolutions from the meeting of June 1, 2021 have been reviewed and approved.

BOARD OF COUNTY COMMISSIONERS

Nancy Jades

COUNTY ATTORNEY'S OFFICE

[Signature]

CLERK TO THE BOARD

[Signature]

