



Administration Building
East Hearing Room
5334 S. Prince St.
Littleton, CO 80120
303-795-4630
Relay Colorado 711

Kathleen Conti, District 1
Nancy Sharpe, Chair, District 2
Jeff Baker, District 3
Nancy Jackson, District 4
Bill Holen, Chair Pro Tem, District 5

Public Meeting
January 14, 2020
9:30 AM

The Board of County Commissioners holds its weekly Public Hearing at 9:30 a.m. on Tuesdays. Public Hearings are open to the public and items for discussion are included on this agenda. Items listed on the consent agenda are adopted with one vote. Items listed under regular business are considered separately. Agendas are available through the Commissioners' Office or through the County's web site at www.arapahoegov.com. Questions about this agenda, please contact the Commissioners' Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com.

AGENDA

1. OPENING

1.a. CALL TO ORDER

Arapahoe County Board of County Commissioners

1.b. INTRODUCTION

Ron Carl, County Attorney

Joleen Sanchez, Clerk to the Board Administrator

1.c. ROLL CALL

1.d. PLEDGE OF ALLEGIANCE

2. MODIFICATION TO THE AGENDA

3. ADOPTION OF THE AGENDA

4. CITIZEN COMMENT PERIOD

Citizens are invited to speak to the Commissioners on non-agenda items. There is a 3-minute time limit per person, unless otherwise noted by the Chair.

5. CEREMONIES

5.a. CEREMONY - Retirement Ceremony for Janet Kenendy

Retirement ceremony for Janet Kennedy, Director, Finance Department after 21 years of dedicated service to Arapahoe County

Presenter - Commissioner Nancy Jackson

Documents:

[BSR_KENNEDY_RETIREMENT_20200114.DOC](#)
[RES_KENNEDY_RETIREMENT_20200114.DOCX](#)

6. APPROVAL OF THE MINUTES

6.a. BOCC Public Meeting Minutes: December 17, 2019

Documents:

[BOCC PUBLIC MEETING MINUTES 12-17-2019.PDF](#)

7. CONSENT AGENDA

7.a. 2020 Department Director Liaisons

Adoption of a resolution approving department director liaison assignments for the year 2020

Cecilia Zapata, Administrative Staff Supervisor
John Christofferson, Deputy County Attorney

Documents:

[BSR_2020_DIRECTOR_LIAISON_ASSIGNMENTS_20200114.PDF](#)

7.b. Warrant ACH Expenditure Report: January 6, 2020

Authorization to sign the Warrant Disbursement Register

Ron Carl, County Attorney

Documents:

[DOC_WARRANT_ACH_EXPENDITURE_REPORT_20200106.PDF](#)

8. GENERAL BUSINESS ITEMS

8.a. There are no Public Hearing or General Business resolutions to consider

9. COMMISSIONER COMMENTS

***Denotes a requirement by federal or state law that this item be opened to public testimony. All other items under the "General Business" agenda may be opened for public testimony at the discretion of the Board of County Commissioners.**

Arapahoe County is committed to making its public meetings accessible to persons with disabilities. Assisted listening devices are available. Ask any staff member and we will provide one for you. If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or Relay Colorado 711.

Please contact our office at least 3 days in advance to make arrangements.



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: January 6, 2020
To: Board of County Commissioners
From: Michelle Halstead, director of communication and administrative services
Subject: Resolution Recognizing Finance Director Janet Kennedy's Years of Service

Request and Recommendation

After 21 years of dedicated service, Finance Director Janet Kennedy has announced her retirement from Arapahoe County effective January 17, 2020. This resolution recognizes her contributions and commitment to the community.

Background

Please see attached resolution.

Reviewed By

Todd Weaver, budget manager
John Christofferson, deputy county attorney

RESOLUTION NO. 2020 ____ It was moved by Commissioner ____ and duly seconded by Commissioner ____ to adopt the following Resolution:

WHEREAS, after 21 years of dedicated service, Janet Kennedy will retire from Arapahoe County on January 17, 2020; and

WHEREAS, during Janet's tenure – including 16 years as finance director – she shepherded important countywide initiatives, including:

- Implementing a new SAP financial system, taking Arapahoe County from a DOS-based green screen system to a state-of-the-art system with built-in internal controls, automated workflows, and real-time reports,
- Issuing countywide purchasing cards to make small purchases more efficient with online documentation,
- Organizing the county's first audit committee,
- Updating financial policies and procedures to reflect 21st century best practices,
- Implementing a new payroll and human capital management system, transitioning the county from a monthly, exception-based, paper-timesheet-based system that required hand-calculated overtime to biweekly online timesheets with automated workflows and overtime calculations, and
- Researching capital and operating needs for a functional jail and courthouse, developing a debt structure and operating cash flow resulting in a recommended mill levy ask for Initiative 1A; and

WHEREAS, throughout Janet's career she issued \$136 million in debt for the construction of the Arapahoe County fairgrounds, the purchase of water rights and other capital assets for the Arapahoe County Wastewater Public Improvement District, land purchases for the Arapahoe County Recreation District, county facilities at Lima Plaza and the District Attorney's Office, and a cost savings energy performance contract, as well as refunded \$225 million in debt, saving Arapahoe County millions of dollars of interest across issuances; and

WHEREAS, Janet collaborated with offices and departments to improve financial operations, including: administering more than \$44 million in Homeland Security Grants for the 250 agency North Central Region, contacting every county retail merchant to implement the new open spaces sales tax and compliance program, and transitioning the treasurer's office from a paper records system into SAP; and

WHEREAS, as finance director, Janet facilitated a \$400 million structurally balanced budget, keeping fund balances above policy reserves, implementing 58 new Government Accounting Standards Board pronouncements, and earning Arapahoe County clean audit opinions as well as an AA+ bond rating, through multiple recessions without the need for any budgetary layoffs; and

WHEREAS, under her leadership, the finance department established a culture of continuous improvement, developing an award-winning purchasing division and securing the distinguished Government Finance Officers Association award for the annual budgets and financial statements for 16 years, continuing the county's 33-year tradition of consecutive awards going; and

WHEREAS, Janet has served 18 commissioners, five county clerks, four sheriffs and assessors, three treasurers, and two coroners with integrity, and expertise; and

WHEREAS, Janet is well-respected throughout the region as a tireless public servant, committed to providing unbiased guidance, unparalleled knowledge, a collaborative spirit, and customer-focused attitude to all interactions; and

WHEREAS, Janet is looking forward to relaxing, spending more time with family and friends, taking in shows, travelling, and becoming more involved in her community; and

WHEREAS, Janet's presence will be truly missed by many employees, peers and colleagues throughout the state.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County to officially recognize the contributions of Janet Kennedy as a valued employee of Arapahoe County, and hereby declares her future shall prosper as Arapahoe County has under her dedication and service.

The vote was:

Commissioner Baker, XXX; Commissioner Conti, XXX; Commissioner Holen XXX; Commissioner Jackson, XXX and Commissioner Sharpe, XXX.

The Chair declared the motion carried and so ordered.

**MINUTES OF THE ARAPAHOE COUNTY
BOARD OF COUNTY COMMISSIONERS
TUESDAY, DECEMBER 17, 2019**

At a public meeting of the Board of County Commissioners for Arapahoe County, State of Colorado, held at 5334 South Prince Street, Littleton, Colorado 80120 there were:

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

when the following proceedings, among others, were had and done, to-wit:

CALL TO ORDER

Commissioner Baker called the meeting to order.

INTRODUCTIONS

ROLL CALL

Commissioner Sharpe was absent and excused.

PLEDGE OF ALLEGIANCE

MODIFICATION(S) TO THE AGENDA

There were no modifications to the agenda.

ADOPTION OF THE AGENDA

The motion was made by Commissioner Conti and duly seconded by Commissioner Holen to adopt the Agenda as presented.

The motion passed 4-0, Commissioner Sharpe absent and excused.

CITIZEN COMMENT PERIOD

There were no citizen comments.

APPROVAL OF THE MINUTES

The motion to approve the minutes from the November 19, 2019 Public Meeting was made by Commissioner Holen, duly seconded by Commissioner Conti.

The motion passed 4-0, Commissioner Sharpe absent and excused.

CEREMONIES

There were no ceremonies on this date.

CONSENT AGENDA

The motion was made by Commissioner Jackson, duly seconded by Commissioner Holen to approve the consent agenda as presented.

The motion passed 4-0, Commissioner Sharpe absent and excused.

GENERAL BUSINESS ITEMS

7.a. Resolution No. 190656 - Amendment to Tobacco Ordinance to Include Nicotine - Second Reading - Item will be continued to January 7, 2020

Tiffanie Bleau, Senior Assistant County Attorney, explained why the reading of the ordinance is being continued to January 7, 2020.

The following motion was made by Commissioner Holen, duly seconded by Commissioner Jackson: I move to continue the public hearing before the Board of County Commissioners on proposed Ordinance No. 2019-04 to January 7, 2020 at 9:30 a.m.

The motion passed 4-0, Commissioner Sharpe absent and excused.

COMMISSIONER COMMENTS

There were no Commissioner comments.

There being no other business before the Board, Commissioner Baker adjourned the meeting at 9:34 a.m.

JOAN LOPEZ, CLERK TO THE BOARD

BY JOLEEN SANCHEZ, CLERK TO THE BOARD ADMINISTRATOR



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: January 7, 2010
To: Board of County Commissioners
From: Cecilia Zapata, Administrative Staff Supervisor
Subject: Department Director Liaisons for 2020

Request and Recommendation

Adoption of a resolution approving the department director liaisons for the year 2020

Background

Each year the commissioners meet and decide upon department director liaisons for the year. When the assignments are confirmed, the list is presented as an item on the consent agenda

Alternatives

The Board may decide to postpone these resolutions

Reviewed By:

John Christofferson, Deputy County Attorney

RESOLUTION NO. 200_____ It was moved by Commissioner _____ and duly seconded by Commissioner _____ that the individual Commissioners, as hereinafter set forth, shall act as the primary liaison for the year 2020 between the Board of County Commissioners and the departments as hereinafter delineated. Said individual Commissioners shall be responsible to, and shall report to, the entire Board of County Commissioners, any and all matters which may require Board action and/or approval:

<u>Commissioner</u>	<u>Department Director</u>
Jeff Baker	Shannon Carter, Open Spaces & Intergovernmental Relations Manisha Singh, Strategy & Performance
Kathleen Conti	David Bessen, Information Technology Bryan Weimer, Public Works & Development
Bill Holen	Pending, Finance Director Don Klemme, Community Resources
Nancy Jackson	Dick Hawes, Facilities and Fleet Management Director Patrick Hernandez, Human Resources
Nancy N. Sharpe	Ron Carl, County Attorney Michelle Halstead, Communications & Administrative Services Cheryl Ternes, Human Services

The vote was:

Commissioner Baker, _____; Commissioner Conti, _____; Commissioner Holen, _____;
Commissioner Jackson, _____; Commissioner Sharpe, _____.

The Chair declared the motion carried and so ordered.

REPORT FOR 01/01/2020 TO 01/06/2020
FUNDS SUMMARY:

FUNDS SUMMARY:	
10 General Fund	1,614,370.64
11 Social Services	57,212.68
14 Law Enforcement Authority Dist	6,310.64
15 Arapahoe / Douglas Works!	36,018.70
16 Road and Bridge	31,299.96
20 Sheriff's Commissary	17,487.84
26 Grants	16,207.19
28 Open Space Sales Tax	280,592.99
29 Homeland Security - North Cent	3,768.59
33 Building Maintenance Fund	13,145.49
41 Capital Expenditure	8,945.00
42 Infrastructure	6,965.59
43 Arapahoe County Recreation Dis	465.90
44 Arap. County Water and Wastewa	2,500.00
70 Central Services	18,091.20
71 Self-Insurance Liability	684.40
84 E-911 Authority	86,571.13
=====	
TOTAL	2,200,637.94

FUND REPORT - EXPENDITURE TYPE
FUND 10 EXPENDITURE REPORT

ALLIED ELECTRONICS, INC	Services and Other	142.40
AMANDA J HIGH	Services and Other	185.47
ANGEL ARMOR LLC	Supplies	1,476.00
ANTONIA GALVEZ SALDANA	Services and Other	31.38
ARAPAHOE COUNTY SHERIFFS OFFICE	Supplies	4,012.00
ASPIRE HR INC	Services and Other	92.50
AT&T	Services and Other	58.07
AT&T MOBILITY II LLC	Services and Other	66.01
AUTONATION	Supplies	11.72
AUTOZONE STORES INC	Supplies	7.98
BASHAR I SAWAQED	Services and Other	6.26
BATTERY SYSTEMS INC	Supplies	146.61
BEST WESTERN PLUS GATEWAY INN	Services and Other	500.00
BLUEBEAM SOFTWARE INC	Services and Other	431.50
BRIAN BOSTWICK	Services and Other	53.44
BRIDGESTONE RETAIL OPERATIONS LLC	Services and Other	63.99
BRINK'S INCORPORATED	Services and Other	3,603.94
CAROL G NEAL	Supplies	108.00
CATHERINE RALEY	Services and Other	298.90
CDW GOVERNMENT	Services and Other	1,575.92
CENTURA HEALTH CORPORATION	Services and Other	600.00
CENTURYLINK	Services and Other	14,714.93
CINDY GARCIA	Services and Other	194.94
COLORADO CODE CONSULTING LLC	Services and Other	14,245.00
COLORADO COMMUNICATIONS & UTILITY	Services and Other	3,300.00
COLORADO COUNTY CLERKS ASSOCIATION	Services and Other	2,529.45
COLORADO ENVELOPE INC	Supplies	1,781.40
CORRECT CARE SOLUTIONS LLC	Services and Other	426,471.30
COVERTRACK GROUP INC	Supplies	214.00
DATAWORKS PLUS LLC	Services and Other	49,412.02