



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

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

Public Meeting
March 21, 2017
9:30 A.M.

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, Asst. Clerk to the Board

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. CONSENT AGENDA

5.a. 2.27.17 Warrant ACH Expenditure Report

Authorization to sign the Warrant Disbursement Register

Ron Carl, County Attorney

Documents:

[2.27.17 WARRANT ACH EXPENDITURE REPORT.PDF](#)

5.b. **3.6.17 Warrant ACH Expenditure Report**

Authorization to sign the Warrant Disbursement Register

Ron Carl, County Attorney

Documents:

[3.6.17 WARRANT ACH EXPENDITURE REPORT.PDF](#)

5.c. **2017 Annual Fire Operating Plan (AOP)**

Adoption of a resolution approving and authorizing the Chair of the Board of County Commissioners to sign the 2017 Annual Fire Operating Plan which establishes a sound public policy and determines specific responsibilities of cooperative wildfire management in Arapahoe County, State of Colorado. A copy of the Plan may be viewed at the Office of Emergency Management at the Arapahoe County Sheriff's Office and at the Board of County Commissioner's Office

Olga Fajaros, Budget & Logistics Manager, Sheriff's Office

Nathan Fogg, Lieutenant, Office of Emergency Management Coordinator, Sheriff's Office
Larry Etheridge, Bureau Chief Support Services, Sheriff's Office
Louie Perea, Undersheriff, Sheriff's Office

David C. Walcher, Sheriff

Todd Weaver, Budget Manager, Finance

Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[2017 AOP BSR.DOC](#)

[2017 AOP RESO.DOC](#)

[2017 AOP FINAL.DOCX](#)

5.d. **Appointment to the Arapahoe County Foundation, Inc. Board of Directors**

Adoption of a resolution amending Resolution No. 170127, adopted on February 14, 2017, approving the appointment of Raylene Owen to replace the seat held by William Jenks, on the Arapahoe County Foundation, Inc. Board of Directors, as she was appointed Chair of the Fairgrounds and Park Steering Committee on March 9, 2017, with a term that will expire when her term as Chair on the Fairgrounds and Park Steering Committee ends

Carol Dosmann, Executive Assistant, BoCC Administration

Diana Maes, Manager, BoCC Administration

Ron Carl, County Attorney

Documents:

[ARAP CTY FDN-BSR-RESO-RAYLENE OWEN APPT-2017.PDF](#)

5.e. **Appointment of a Regular Member to the Board of Review**

Adoption of a resolution amending Resolution No. 170132, adopted on February 14, 2017, and appointing David Novinger, who is currently serving as an Associate Member, to serve as a Regular Member on the Board of Review, for a term that will

expire February 9, 2021

Carol Dosmann, Executive Assistant, BoCC Administration
Diana Maes, Manager, BoCC Administration
Ron Carl, County Attorney

Documents:

[BD OF REVIEW-BSR AND RESO-APPT D NOVINGER FROM ASSOC TO REG POSITION.PDF](#)

5.f. Appointment to Fill a Vacancy on the Fair Planning Committee

Adoption of a resolution amending Resolution No. 170153, adopted on February 14, 2017, and appointing Mason Stefancic to fill a vacancy on the Fair Planning Committee, with a term to expire February 11, 2020

Carol Dosmann, Executive Assistant, BoCC Administration
Diana Maes, Manager, BoCC Administration
Ron Carl, County Attorney

Documents:

[FAIR PLANNING COM-BSR AND RESOL-MASON STEFANCIC-MARCH 2017.PDF](#)

5.g. County Veterans Services Office Report - February 2017

Acceptance of the Veterans Services Office Report from February 2017

Linda Haley, Senior Resources Division Manager, Community Resources
Tim Westphal, Veterans Service Officer Community Resources
Don Klemme, Director, Community Resources

Documents:

[02-2017 BSR FEBRUARY.PDF](#)

5.h. Public Works and Development Department APWA Accreditation Application and Agreement Approval

Adoption of a resolution authorizing the Chair of the Board of County Commissioners to sign an Agreement, by and between Arapahoe County and the American Public Works Association, regarding the Arapahoe County Public Works Department pursuit of APWA Accreditation of the department and to authorize submittal of the formal application, issuance of a support letter and payment of \$12,400

Bryan Weimer, Transportation Division Manager, Public Works and Development
Keith Ashby, Purchasing Manager, Finance
David Schmit, Director, Public Works and Development
Robert Hill, Senior Assistance County Attorney

Documents:

[APWA ACCREDITATION IGA AWARD BOCC BSR FINAL 3-15-17.PDF](#)
[APWA ACCREDITATION IGA BOCC AWD RESO 3-15-17.PDF](#)
[ACCREDITATION-AGREEMENT---FILLABLE-FORM.PDF](#)
[APWA ACCREDITATION-APPLICATION-8TH-EDITION - ARAPAHOE COUNTY.PDF](#)
[BOCC ACCREDITATION LETTER 3-21-17.PDF](#)

5.i. **Renewal of the Intergovernmental Agreement with the City of Littleton regarding Case Management for Judicial Ordered Community Service**

Adoption of a resolution authorizing the renewal of the Intergovernmental Agreement between Arapahoe County and the City of Littleton allowing Arapahoe County Judicial Services to continue to provide case management for persons convicted in Littleton Municipal Court who are ordered to perform community service

Brad Kamby, Judicial Services Division Manager, Community Resources
Don Klemme, Director, Community Resources
Todd Weaver, Budget Manager, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[BSR - CONSENT ITEM IGA RENEWAL 2017.PDF](#)

6. **GENERAL BUSINESS ITEMS**

6.a. ***PUBLIC HEARING - Adoption of 2017 Reappropriation and Designation of Reserves**

Consideration of resolutions to reauthorize spending for 2016 budget items that were not expended during 2016 and need to be reappropriated as well as designate the fund amounts to be committed for Board policy reserves

Presenter - Todd Weaver, Budget Manager, Finance
Janet Kennedy, Director, Finance
John Christofferson, Deputy County Attorney

Documents:

[BSR REAPPROPRIATION PH 03-06-17.DOCX](#)
[PROPOSED MOTION_REAPPROPRIATION.DOCX](#)
[2017 REAPPROPRIATION_JC.DOCX](#)

6.b. ***PUBLIC HEARING - 2017 Community Development Block Grant and HOME Investment Annual Action Plan**

Consideration of a request from Community Resources to approve the 2016 One-Year Action Plan, including the proposed Community Development Block Grant and HOME investment projects, and to authorize submittal of the 2017 One-Year Action Plan to the U.S. Department of Housing and Urban Development

Presenter - Linda Haley, Senior Resources Division Manager, Community Resources
Don Klemme, Director, Community Resources
Janet Kennedy, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

[BOARD SUMMARY REPORT 2017 AP FINAL.DOCX](#)
[RESOLUTION 2017.DOCX](#)

6.c. **GENERAL BUSINESS - Case WVR17-005 - Cohen Fee Waiver**

Consideration of a fee waiver request from the applicant, Irwen and Shelley Cohen, for a refund of \$3,500 in fees associated with an Administrative Replat of Brockman Subdivision of Mountain View Gardens (Case WVR17-005)

*Presenter - Bill Skinner, Senior Planner, Public Works & Development
Jason Reynolds, Current Planning Manager, Public Works & Development
Jan Yeckes, Planning Division Manager, Public Works & Development
David M. Schmit, Director, Public Works & Development
Todd Weaver, Budget Manager, Finance
Robert Hill, Senior Assistant County Attorney*

Documents:

[WVR17-005 COMBINED FOR UPLOAD.PDF](#)
[R16-003 BROCKMANN SUB 2 - REPLAT.PDF](#)

7. 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.*

REPORT FOR 02/22/2017 TO 02/27/2017

FUNDS SUMMARY:

FUNDS SUMMARY:

10 General Fund	339,014.60
11 Social Services	362,741.75
14 Law Enforcement Authority Dist	12,670.13
15 Arapahoe / Douglas Works!	106,933.74
16 Road and Bridge	4,588.36
20 Sheriff's Commissary	23,226.36
21 Community Development	10,537.40
26 Grants	191,034.53
28 Open Space Sales Tax	34,246.96
29 Homeland Security - North Cent	21.56
33 Building Maintenance Fund	5,335.35
41 Capital Expenditure	7,503.14
42 Infrastructure	24,707.70
43 Arapahoe County Recreation Dis	274.92
44 Arap. County Water and Wastewa	1,100.00
62 Lease Purchase Agreement Fund	1,650.00
67 Arap. Cty Building Finance Cor	550.00
70 Central Services	110,850.84
72 Employee Flexible Benefit	2,230.30
74 Self-Insurance Dental	13,283.34
=====	
TOTAL	1,252,500.98

FUND REPORT - EXPENDITURE TYPE

FUND 10 EXPENDITURE REPORT

A2M4SEEN LLP	Services And Other	1,754.06
A2M4SEEN LLP	Supplies	3,664.83
ABELMAN LAW OFFICES	MISC.	25.00
ACSO EMPLOYEE TRUST FUND	MISC.	952.00
ALCOCK LAW GROUP PC	MISC.	209.09
ALEXANDER J PADILLA-HAND	MISC.	15.00
ALL TRUCK AND TRAILER PARTS (ATTP)	Supplies	467.39
ALSCO	Supplies	428.57
AMANDA PETERMANN	Services And Other	13.70
AMERICAN INSTITUTIONAL SUPPLY	MISC.	1,336.60
AMT C STOEBER	MISC.	15.00
APWA COLORADO CHAPTER	Services And Other	750.00
AQUA SERVE	Services And Other	166.00
ARAMARK CHICAGO LOCKBOX	Services And Other	5,708.00
ARAMARK CHICAGO LOCKBOX	Supplies	48,899.73
ARAPAHOE COUNTY SHERIFFS OFFICE	Supplies	19.20
ASPIRE HR INC	Services And Other	92.50
AURORA CHAMBER OF COMMERCE	Services And Other	48,200.00
AURORA MENTAL HEALTH CTR	Services And Other	3,120.00
AUTO TRUCK GROUP LLC	Supplies	63.26
AUTOZONE STORES INC	Supplies	175.02
BATTERY SYSTEMS INC	Supplies	87.63
BC SERVICES INC	MISC.	30.00
BC SERVICES, INC.	MISC.	297.95
BEAR CAT MANUFACTURING	Supplies	416.19
BOBCAT OF THE ROCKIES LLC	Supplies	96.00
BRC/HARRIS INC	Services And Other	205.00

REPORT FOR 02/28/2017 TO 03/06/2017

FUNDS SUMMARY:

FUNDS SUMMARY:

10 General Fund	1,744,962.73
11 Social Services	48,150.59
14 Law Enforcement Authority Dist	9,116.79
15 Arapahoe / Douglas Works!	48,982.91
16 Road and Bridge	19,387.54
19 Communications Network Replace	5,650.20
20 Sheriff's Commissary	13,062.62
21 Community Development	15.19
25 Developmental Disability	96,721.47
26 Grants	102,798.89
28 Open Space Sales Tax	1,467,420.07
29 Homeland Security - North Cent	1,792.82
33 Building Maintenance Fund	27,670.31
34 Fair Fund	6,250.00
41 Capital Expenditure	9,290.41
70 Central Services	53,860.26
71 Self-Insurance Liability	32,206.31
73 Self-Insurance Workers Comp	284,615.29
84 E-911 Authority	50,790.00
91 Treasurer	6,403,063.89
	=====
TOTAL	10,425,808.29

FUND REPORT - EXPENDITURE TYPE

FUND 10 EXPENDITURE REPORT

ADVANCE AUTO PARTS	Supplies	325.17
ADVOCATES FOR CHILDREN	Services And Other	15,000.00
AED EVERYWHERE	Supplies	334.62
ALLEGIAN T MORTUARY TRANSPORT LLC	Services And Other	5,740.25
ALLIED SECURITY HOLDINGS LLC	Services And Other	7,152.88
ALSCO	Supplies	27.50
AMERICAN INSTITUTIONAL SUPPLY	MISC.	300.00
AMERICAN TIRE DISTRIBUTORS INC	Supplies	417.40
AMY BOSSERMAN	Services And Other	42.80
ARAPAHOE COUNTY EARLY CHILDHOOD	Services And Other	50.00
ARAPAHOE WATER AND WASTEWATER	Services And Other	16,129.29
AURORA MENTAL HEALTH	Services And Other	900.00
AUTO TRUCK GROUP LLC	Supplies	114.00
AUTOZONE STORES INC	Supplies	591.49
BASELINE ASSOCIATES INC	Services And Other	9,940.00
BATTERY SYSTEMS INC	Supplies	212.91
BC SERVICES INC	MISC.	15.00
BEAR CAT MANUFACTURING	Supplies	286.77
BETH A KINSKY	Services And Other	40.00
BIGHAND INC	Supplies	292.50
BRIDGESTONE RETAIL OPERATIONS LLC	Services And Other	568.95
CAITLIN MOCK	Services And Other	105.18
CANON BUSINESS SOLUTIONS INC	Services And Other	49.78
CAROL A WINTER	Services And Other	35.00
CAROLINE JONES	Services And Other	40.13
CCNC INC	Services And Other	100.00
CDW GOVERNMENT	Services And Other	85.70



David C. Walcher
Sheriff

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13101 E. Broncos Parkway
Centennial, Colorado 80112
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Fax: 720-874-4158
www.arapahoesherriff.org
sheriff@arapahoegov.com

Board Summary Report

Date: March 6, 2017
To: Board of County Commissioners
Through: David C. Walcher, Sheriff
From: Olga Fajaros, Budget and Logistics Manager
Subject: 2017 Annual Fire Operating Plan

Request and Recommendation

Request the Board of County Commissioners to authorize the Chair of the Board of County Commissioners to sign the 2017 Annual Fire Operating Plan. This plan establishes a sound public policy and determines specific responsibilities of cooperative wildland fire management in Arapahoe County.

Background

The Sheriff's Office plays an active role in the Annual Fire Operating Plan.

Discussion

The purpose of the Arapahoe County Annual Fire Operating Plan is to provide guidelines to, plan for, manage, and recover from wildland fires in Arapahoe County.

The Annual Fire Operating Plan includes sections on pre-fire planning, managing the incident, and cost recovery pertinent to a wildfire incident. Also included are procedures for requesting state and federal resources to combat and recover from wildland fire in Arapahoe County.

A copy of the Annual Fire Operating Plan has been printed for the Board of County Commissioners' review.

Alternatives

There are no other alternatives.

Fiscal Impact

None

Concurrence

The Board of County Commissioners' decision has a direct effect on the service provided to the citizens of Arapahoe County. The Sheriff's Office Administration, Support Services Bureau and Office of Emergency Management are in support of this request.

Reviewed by:

Olga Fajaros, Budget and Logistics Manager

Lt. Nathan Fogg, Office of Emergency Management Coordinator

Larry Etheridge, Support Services Bureau Chief

Louie Perea, Undersheriff

David C. Walcher, Sheriff

Finance Department

County Attorney

RESOLUTION NO. It was moved by Commissioner and duly seconded by Commissioner to approve and to authorize the Chair of the Board of County Commissioners to sign the 2017 Annual Fire Operating Plan which establishes a sound public policy and determines specific responsibilities of cooperative wildfire management in Arapahoe County, State of Colorado.

The vote was:

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

The Chair declared the resolution adopted and so ordered.

2017 ARAPAHOE COUNTY ANNUAL FIRE OPERATING PLAN



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Attachment A	- Agreement for Cooperative Wildfire Protection
Attachment B	- Resources/Completed CRRFs
Attachment C	- Boundary Maps
Attachment D	- Cooperator Incident Reimbursement Guidelines
Attachment E	- Equipment/Personnel Use Rates
Attachment F	- CRRF Forms/Completion Guidelines
Attachment G	- Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement
Attachment H	- Radio Frequency List/Dispatch Centers
Attachment I	- Colorado Wildfire Funding Guidelines, DFPC Wildfire Funding Notification Form
Attachment J	- Arapahoe County Mutual Aid Agreements

Attachment K	- Aviation, Crew, Overhead, Supply, Equipment Resource Request Forms, MMA Resource Order Form
Attachment L	- Arapahoe County Open Fire Ban
Attachment M	- Pueblo Zone Procedures for Initiation or Rescinding Fire Restrictions
Attachment N	- Fire Department Contact List
Attachment O	- Colorado Revised Statute References
Attachment P	- Emergency Support Function ESF 4a
Attachment Q	- Colorado Statewide Wildland Fire Management Annual Operating Plan

PREAMBLE

The Annual Operating Plan (AOP) is a working document compiled each year by wildfire Agencies participating in the AOP, and shall be attached to and considered a part of the Interagency Cooperative Fire Protection Agreement

PURPOSE

This Annual Fire Operating Plan (AOP) is to set forth standard operating procedures, agreed procedures and responsibilities in order to implement cooperative wildfire protection on all lands within Arapahoe County. The purpose is to plan, in advance of an incident, who and how agencies will cooperate to control and extinguish wildfires. AOP's are meant to improve understanding of how each participating party to the AOP does business and operates. Goals and objectives of the AOP process include: improvement of efficiency, and effectiveness of response; prevention activities; mitigation activities; and fire business activities.

AUTHORITIES

- Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement Between:
 - BUREAU OF LAND MANAGEMENT – COLORADO Agreement Number BLM-MOU-CO-538
 - NATIONAL PARK SERVICE – INTERMOUNTAIN REGION Agreement Number F1249110016
 - BUREAU OF INDIAN AFFAIRS – SOUTHWEST REGION (no agreement number)
 - UNITED STATES FISH AND WILDLIFE SERVICE – MOUNTAIN PRAIRIE REGION
 - UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE – ROCKY MOUNTAIN REGION Agreement Number 11-FI-11020000-017
- Agreement for Cooperative Wildfire Protection in Arapahoe County, (DFPC)

RECITALS

C.R.S. § 24-33.5-707.	Local and Interjurisdictional Disaster Agencies and Services
C.R.S. § 24-33.5-709.	Local Disaster Emergencies
C.R.S. § 24-33.5-1201.	Division of Fire Prevention and Control (DFPC)
C.R.S. § 24-33.5-1202.	Definitions
C.R.S. § 24-33.5-1203.	Duties of Division

C.R.S. § 24-33.5-1217.3. Authority to Permit Controlled Burns During Drought Conditions

C.R.S. § 24-33.5-1217.5. Minimum Prescribed Burning Standards

C.R.S. § 24-33.5-1218. Cooperation with Governmental Units

C.R.S. § 24-33.5-1219. Wildland Fires - Duty of Sheriff to Report

C.R.S. § 24-33.5-1220. Funds Available – Emergency Fire Fund

C.R.S. § 24-33.5-1221. State Responsibility Determined

C.R.S. § 24-33.5-1222. Cooperation by Counties

C.R.S. § 24-33.5-1223. Sheriffs to Enforce

C.R.S. § 24-33.5-1224. Limitation of State Responsibility

C.R.S. § 24-33.5-1225. Emergencies

C.R.S. § 24-33.5-1226. Wildfire Emergency Response Fund

C.R.S. § 24-33.5-1228. Colorado Firefighting Air Corps

C.R.S. § 29-1-101, *et seq.* Local Government Budget Law

C.R.S. § 29-22.5-101, *et seq.* Wildland Fire Planning

C.R.S. § 29-22.5-103. Chief of Fire Department Wildland Fire Management Responsibilities Sheriff as the Fire Warden is responsible for planning, coordination efforts to suppress County Responsibilities Fires, Appointing Local Incident Management Teams; DFPC and Sheriff Responsibilities of in the case of State Responsibility Fires; DFPC Lead Colorado State Agency for Wildland Fire Suppression

C.R.S. § 29-22.5-104. Sheriff may Develop and Update Wildfire Preparedness Plans

C.R.S. § 30-10-512. Sheriff to Act as Fire Warden

C.R.S. § 30-10-513. Duties of Sheriff – Coordination of Fire Suppression Efforts

C.R.S. § 30-10-516. Sheriffs to Preserve Peace – Command Aid

C.R.S. § 30-11-107(1)(o). Powers of the Board of County Commissioners

The chief of the fire department in each fire protection district is responsible for the management of wildland fires that occur within the boundaries of his or her district and that are within the capability of the fire district to control or extinguish in accordance with the provisions of Section 32-1-1002(3)(a) C.R.S. The Fire Chief may utilize mutual aid agreements and unified command

with neighboring fire protection districts to suppress and control fires that cross or threaten to cross the boundaries of the district. The Fire Chief may transfer any duty or responsibility under this section to the County Sheriff with the concurrence of the Sheriff C.R.S. 29-22.5-103(1)(a-c).

Refer to Attachment C: Boundary Maps, Attachment J: Mutual Aid Agreements & Attachment O: CRS References.

INTERAGENCY COOPERATION

Each participating jurisdiction within this plan will operate under the concepts defined in the Department of Homeland Security's National Incident Management System (NIMS) and National Wildfire Coordinating Group (NWCG) guidance.

Refer to Attachment G: Interagency Cooperative Wildfire Protection Agreement.

Interagency Dispatch Centers

There are six (6) Interagency Zone Dispatch Centers and one (1) Regional Coordination Center that operate within the State. For this jurisdiction, the Pueblo Interagency Dispatch Center will be utilized.

Pueblo Interagency Dispatch Center:
2840 Kachina Drive, Pueblo, CO 81008
719-553-1600 (24-hour), Alternate number: 719-549-0540

Refer to Communication Section for further details regarding the Pueblo Interagency Dispatch Center.

Interagency Resources

Interagency resources, as defined here, are aviation, crews, equipment (engines, dozers, etc.), overhead (personnel), and supplies listed in ROSS. Interagency resources meet interagency minimum standards as identified in the *Interagency Standards for Fire and Fire Aviation Operations* also known as the Red Book. Interagency resources will be mobilized through ROSS.

Refer to Attachment B: CRRFs

Standards

Each jurisdictional agency is responsible for establishing standards for wildland fire response. During initial response, all agencies will accept each other's standards. Once jurisdiction is established, then the jurisdiction agency(s) standards will prevail.

Federal agencies meet or exceed the *Interagency Standards for Fire and Fire Aviation Operations*.

DPFC resources meet or exceed the NWCG 310-1 minimum standard for qualifications and utilize the *Interagency Standards for Fire and Fire Aviation Operation* as a guiding document.

County resources assigned to State and Federal incidents beyond the mutual aid period will meet NWCG 310-1 standards per established agreements or as recognized in other pertinent Interagency documents, guides or agreements.

PREPAREDNESS

Protection Planning

PIDC maintains a resource list in WildCAD of DFPC and federal agency resources. Preparedness Levels are based on indices to determine placement and number of resources available for fire response. Staffing will be commensurate with fire conditions.

Protection Areas and Boundaries

County land ownership, Private land ownership, and State land ownership is under the County Sheriff fire jurisdiction. DFPC has no land ownership or fire jurisdiction.

Refer to Attachment C: Boundary Maps and Attachment N: Department Contact List

Methods of Fire Protection and Suppression

The passing of House Bill 12-1283 transfers the wildland fire prevention and suppression operations from Colorado State Forest Service to the Division of Fire Prevention and Control (DFPC), within the Colorado Department of Public Safety, effective July 1, 2012.

The DFPC shall be the lead state agency for wildland fire suppression as identified in the Colorado State Emergency Operations Plan (ESF4a) and in accordance with the provisions of Section 23-31-301, C.R.S. More information on roles and responsibilities concerning ESF4a function can be found in Attachment P.

DFPC personnel will respond as needed and be available to respond to wildfires on state and private lands when called by Arapahoe County. This request will be made via the Colorado State Patrol Emergency Operations line at **303-279-8855**. Such response will be at no cost to the County, except as provided for by other agreements. DFPC will provide technical assistance to the County in suppression, logistics, planning, and other necessary duties, upon the County's request.

The Incident Command System (ICS) will be utilized on all fires. ICS is a standardized method of managing emergency incidents. It manages small, routine daily incidents as well as large, complex, multi-jurisdictional disasters. It is based upon:

- **A common organizational structure**
- **Common terminology**
- **Common operating procedures**

- Known qualifications of emergency personnel

Because ICS reduces confusion and uncertainty in the early phases of an incident, it increases the efficiency and effectiveness of fire protection and suppression actions.

If a wildfire crosses or threatens jurisdictional boundaries and becomes a multi-jurisdictional fire, the responsible jurisdictions will provide a delegation of authority to either a single Incident Commander or a Unified Command structure for the incident. One incident command post will be established for the incident. The jurisdictional representatives will meet as a group to identify policies, objectives and strategies, resulting in one common set of objectives delegated to a single Incident Commander. All of the information will be delivered in a single Incident Action Plan.

The incident shall coordinate the release of all information to agencies and the media. When possible a joint information center will be established utilizing all involved agency public information officers.

1. Emergency Condition Levels/Types

(Adopted from the *Arapahoe County Emergency Operations Plan*, revised 2015)

The severity of an Incident dictates the level or degree of emergency response and the need for activation of the County EOC. The following emergency condition levels provide a Standardized Classification System for use by ICS and EOC personnel in identifying appropriate response and resource mobilization levels.

Type 5 - Single, routine incident or one response agency.

Type 4 - Single incident requiring limited mutual aid and/or multiple response agencies.

Type 3 - Single or multiple incidents requiring full mobilization of local or regional resources and at least partial activation of the Arapahoe County EOC.

Type 2 - A disaster that exceeds local and regional resources, requiring state and/or Federal assistance.

Type 1 - The most complex incident, which requires federal resources for incident management.

2. Wildland Fire Types

In Colorado, Wildland fire type numbers are used to describe the degree of mobilization occurring in response to fire situations. Dispatchers and/or on-scene commanders are responsible to announce various types as the incident complexity changes.

Fire types are a numerical classification system of ranging from 1 to 5, used to quickly describe an incident and predetermine necessary dispatch and support actions. Size and complexity of each incident determines its type. The principal jurisdictional agency has responsibility for identifying each incident's type. Incident Commanders will ensure that types are communicated to the jurisdictional Dispatch Center, and to assisting and cooperating agencies en route to the incident.

No type - Routine fire operations within city or town boundaries, or a routine structural response within a rural fire protection district. The preplanned fire agency response is adequate; there is no significant impact on local resources, and no back-up alerting of State or Federal resources is required.

Type 5 - Routine wildland emergency response. No significant impact on local resources. No alerting of back-up elements is necessary. Normally involves only one agency but may require minimum cooperation or support from another response agency. The first emergency response agency to arrive at the scene of a wildland fire, regardless of whether the incident occurs within its jurisdiction, shall assign an incident commander until the jurisdictional agency arrives. The IC should establish a command post so communications and coordination between the IC, and assisting or cooperating agencies, can be established. Requirements for additional resources are channeled through the IC. The Emergency Operations Center (EOC) is not opened, nor is the Arapahoe County Incident Management Team (ACIMT) notified.

Type 4 - Routine wildland emergency which exceeds the capacities of on-scene personnel and equipment, involves multiple response agencies, and requires mutual aid support and preliminary alerting of County and State resources. The first emergency response agency to arrive at the scene of a wildland fire, regardless of whether the incident occurs within its jurisdiction, shall assign an incident commander until the jurisdictional agency arrives. The ICS is implemented and the IC will establish an Incident Command Post (ICP). A decision will be made whether or not to open the EOC. Requirements for additional resources are channeled through the IC, to the EOC, if it is opened, or to each individual agency. The ACIMT will be notified of its potential need, in accordance with established IMT policies and procedures. DFPC Regional FMO or designee notified of potential need via the State Emergency Operations Line (303) 279-8855.

Type 3 - Magnitude of the incident exceeds the capabilities of routinely available mutual aid and requires full mobilization of county resources. The first emergency response agency to arrive at the scene of a wildland fire, regardless of whether the incident occurs within its jurisdiction, shall assign an incident commander until the jurisdictional agency arrives. ICP is opened. There may be possible transition to a State or Federal Incident Management Team. Anytime the ACIMT is activated for an Arapahoe County incident, the Arapahoe County EOC will be opened in support of the team. DFPC Regional FMO or designee is activated.

Type 2/1 - Situation exceeds available county resources and requires substantial mobilization of out-of-county, State and/or Federal resources. The Sheriff shall seek the assistance of the State by requesting assistance from the Division of Fire Prevention and Control. ICP and EOC open. ICS is fully implemented. ACIMT is operational as stated above, with possible transition to a State or Interagency IMT.

Reciprocal (Mutual Aid) Fire Assistance

MUTUAL AID AGREEMENT: Pursuant to 29-22.5-102(5), a written agreement between or among federal, state, and local agencies in which the agencies agree to assist one another upon request by furnishing such resources as personnel and equipment.

MUTUAL AID PERIOD: The extent of the Mutual Aid period shall be twelve (12) consecutive hours from the time of initial dispatch of the Emergency Incident, unless extended by an

additional agreement between the Parties. The initial dispatch shall be the first notification of the Emergency Incident; a Requesting Party may not circumvent the limitation on Mutual Aid by re-toning when Mutual Aid is requested or by using the time of notification of an Assisting Party. **Initial attack activities are subject to all existing mutual aid, reciprocal aid, and automatic aid agreements between the involved Agencies, and unless otherwise covered under Wildfire Emergency Response Fund (WERF) and/or Colorado Firefighting Air Corps (CFAC). DFPC must be notified of WERF / CFAC activation.**

OBLIGATION UNDER MUTUAL AID: It is understood that no supporting Agency or Fire Protection District will be required to assist, or expected to commit resources to a jurisdictional Agency, if such assistance or resources may jeopardize the security of lands under protection of the supporting Agency or Fire Protection District.

Local DFPC will respond as needed and available to respond to wildfires on state and private lands when requested by Arapahoe County Sheriff's Office of Emergency Management (OEM). Such response will be at no cost to the County, except as provided for by other agreements. DFPC will provide technical assistance to the County in suppression, logistics, planning, and other necessary duties, upon the County's request.

Mutual Aid Agreements exist between local fire protection districts and fire departments within Arapahoe County. See Attachment J.

Acquisition of Services

For Federal and State Interagency resources such as aircraft/crews/equipment, all orders will be placed directly through PIDC, and then supported by documentation from the appropriate local cooperators' dispatch center. Interagency orders, including those resources that may be requested for reimbursement under WERF/CFAC, must be approved by one of the designated County officials (see appendices) prior to the order being placed through PIDC. Arapahoe County Sheriff's Office of Emergency Management (ACSO EM) will be the primary contact for approval of resource orders. If ACSO EM is not available one of the officials listed in the appendices can provide approval. All local cooperator orders for interagency wildland fire resources may be at the requesting agency's expense, unless the designated County officials approve the resource orders for County payment.

For County jurisdictional fires (no federal lands involved): If the Arapahoe County Emergency Operations Center (EOC) is not activated the ICP will place resource orders through the appropriate local dispatch center. If the EOC is activated resources orders from the Incident Command Post will be placed through Logistics in the EOC.

Requests for Arapahoe County wildland fire resources will be made by local cooperators through the appropriate county or local cooperators' dispatch center. All available mutual aid resources (specific equipment or personnel, wildland task forces, etc.) will be utilized, prior to ordering resources from outside Arapahoe County.

Once the fire has met State Responsibility and the DFPC has Assumed Control Duty, all resource ordering will be handled per the Delegation of Authority.

Arapahoe County is required to notify the DFPC Regional FMO immediately upon ordering any interagency handcrews or aircraft through PIDC, if they are requesting the support of WERF / CFAC for the resource's first use. Without such notification, any such resource use may obligate the County to pay for the costs under the current Agreement for Cooperative Wildfire Protection in Arapahoe County (see appendices).

PERSONS AUTHORIZED TO ORDER INTERAGENCY WILDLAND FIRE RESOURCES ON BEHALF OF ARAPAHOE COUNTY.

Arapahoe County Sheriff's Office

David C. Walcher	Sheriff
Louie Perea	Undersheriff
Vince Line	Chief of Detention Services Bureau
Glenn Thompson	Chief of Public Safety Bureau
Larry Etheridge	Chief of Support Services Bureau
Nathan Fogg	Lieutenant, Emergency Management Coordinator

Joint Projects and Project Plans

N/A

Fire Prevention

Public information regarding fire danger and fire restrictions should be coordinated to the extent possible and issued jointly to the media. Joint press releases reduce public confusion and help substantiate the message being issued.

Public Use Restrictions

The Board of County Commissioners, Arapahoe County Sheriff, and the State of Colorado have the authority to issue fire restrictions on lands within Arapahoe County. Each jurisdiction will communicate all fire bans, restrictions, or closures to all agencies. Fire restrictions will be coordinated and communicated between agencies. Agencies agree to use scientific methods and risk analysis to support decisions regarding issuance and removal of fire restrictions. The *Pueblo Interagency Dispatch Zone, Procedures for Initiation or Rescinding Fire Restrictions* serves as a guide for interagency fire restrictions.

DFPC will assist coordination of restrictions or closures within the DFPC Region, if necessary.

Burning Permits

Each agency or department will be responsible for obtaining any burn and smoke permits necessary at the County, State, or Federal levels for their individual burns.

Prescribed Fire (Planned Ignitions) and Fuels Management

Agencies may enter into project and/or financial plans that define roles and conditions for participating and/or assisting in the planning and implementation of prescribed burns. Such participation and/or assistance will adhere to individual agency authority, policy, and business practices. The host agency (the agency that is jurisdictionally responsible for land management or the agency that has an agreement with the land owning entity to provide for land management) will be responsible for initiating and developing the project and/or financial plans.

Escaped Prescribed Fires - All protocols and procedures pertaining to wildfire response, suppression, and business practices will be followed from the point in time that prescribed fire escapes control and is declared a wildfire.

Smoke Management

The Colorado Air Pollution Prevention and Control Act (CRS 25-7-102) requires every prescribed fire project to have a smoke permit. Due to changes in policy, procedures, technology and State air quality standards, the smoke permitting process is subject to change. For the most up-to-date process and policy refer to the Colorado Department of Public Health and Environment, Air Pollution Control Division website at: <https://www.colorado.gov/pacific/cdphe/apcd>

OPERATIONS

Fire Notifications

DFPC shall be notified via the State Emergency Operations Line of all fires beyond the capability of the County by the County.

Notification of all other agencies that are affected is the responsibility of the responding agency. All notifications shall be made as soon as possible to the jurisdictional agency.

Boundary Line Fires

Cooperating agencies may, at times, take initial attack action on lands under another agency's jurisdiction. The primary criterion for such initial attack will be which agency is in the best position at the time the fire is reported to take the most rapid and effective action.

A fire adjacent to a protection boundary or located in an area of undetermined jurisdiction will be the initial attack responsibility of all agencies on both sides of the boundary until jurisdiction is determined.

If the fire is confined to a single jurisdiction, that agency will designate an IC during initial response. It shall be the responsibility of the jurisdictional agency to provide or mobilize replacement forces.

If multiple agencies are engaged in a fire on or near common boundaries, the agency representatives shall convene as soon as possible to mutually agree upon the fire strategy, establish a unified command, and delegate an Incident Commander (IC) as soon as possible.

IC designation will be mutually decided by the jurisdictional agencies. When a fire burns on both sides of a protection boundary or threatens another jurisdiction, and is beyond the mutual aid period, a cost share agreement shall be prepared and approved by the Agency Administrator or their designee for all actions as outlined in a Cost Share Agreement.

Refer to Attachment J: Mutual Aid Agreements

Response to Wildland Fire

Fires originating on non-Federal land will be suppressed. Fires will be suppressed using commonly accepted suppression tactics including but not limited to direct attack, indirect attack, point protection and combinations of all with consideration to the values at risk and the health and safety of the public and firefighters.

Cooperating agencies may, at times, take initial attack action on lands under another agency's jurisdiction. The primary criterion for such initial attack will be which agency is in the best position at the time the fire is reported to take the most rapid and effective action.

Personnel and equipment of an assisting agency shall report to the Incident Commander and shall not leave the incident until released by the IC. The IC will release resources when their services are no longer required or when the assisting agency's resources are needed within the area for which it normally provides fire protection.

Structural fire suppression is the responsibility as defined in State statute. DFPC and federal agencies may assist with exterior structural fire protection.

Special Management Considerations

Incident Commanders using fire retardant or heavy equipment to suppress a wildfire will follow the policies and procedures regarding the use of such tactics established by the agency having jurisdiction over that wildfire.

The DFPC Regional FMO or designee must be notified via the State of Colorado Emergency Operations Line 303-279-8855 as soon as practical of all fires occurring on lands belonging to the Colorado State Land Board (SLB) and State Parks and Wildlife Lands (CPW).

Decision Process

As a fire situation evolves and changes, the objectives, strategies and tactics may also change. The process of monitoring, evaluating and determining appropriate objectives will be facilitated through the use of a decision support system (DSS). Wildland fires can be managed for more than one objective and objectives can change as fire spreads across the landscape. All agencies involved in initial attack should assist in the completion of the DSS. In extended attack fires, all jurisdictions shall be invited and involved in the DSS. When a fire is burning on or threatens to burn on multiple jurisdictions, one DSS should be prepared that considers all jurisdictions and their interests. If multi-jurisdictional fires occur that involve federal jurisdiction, then one DSS should be completed for the fire that includes input from all affected jurisdictions.

DFPC requires a DSS to be completed for all State Responsibility fires (fires funded by Emergency Fire Fund, State Emergency Declaration, or other State funds) and Federal Emergency Management Agency (FEMA) Fire Management Assistance Grant (FMAG) declaration fires. DFPC is responsible for the completion and review of the DSS for these fires. While there are different DSS available, Wildland Fire Decision Support System (WFDSS) is the preferred DSS for federal and non-federal jurisdiction fires that have become a State Responsibility fire. http://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml

Federal agencies are required to utilize WFDSS for all fires that escape initial attack on federal jurisdiction, to determine the appropriate response. Depending on the location and situation, these objectives will include consideration for firefighter and public safety, protecting values and natural resources or appropriately managing suppression costs relative to the values at risk. WFDSS is the DSS to document these decisions. WFDSS shall incorporate federal, state, county and private land interests.

Cooperation

It is to the mutual advantage of all agencies to coordinate efforts for the prevention, detection, and suppression of wildfires in and adjacent to their areas of jurisdiction and responsibility to limit duplication as well as improve the effectiveness of wildland fire response. All agencies agree to cooperate, whenever possible, in all areas of wildland fire management.

Communication

Incidents involving multi jurisdictions, public information will be coordinated with all agencies involved with all information being released. County jurisdiction fires or incidents that DFPC and federal resources respond to are identified as county assist will be handled by the County Public

Information Officer (PIO). Otherwise, AHJ PIO may handle the duties, as requested. If agencies involved determine a Joint Information Center (JIC) is needed, then the agencies will coordinate that staffing and information disseminated.

Cost efficiency

Cost effectiveness is the most economical use of the suppression resources necessary to accomplish objectives. Accomplishing fire operations objectives safely and efficiently will not be sacrificed for the sole purpose of “cost savings”. Care will be taken to ensure that suppression expenditures are commensurate with values to be protected, while understanding that other factors may influence spending decisions, including the social, political, economic, and biophysical environments.

Refer to Cost Share Agreement Section for further details.

Delegation of Authority

For extended attack fires, a written Delegation of Authority will be issued to the Incident Commander from all affected agencies. All agencies are encouraged to form and participate in a Unified Command in the Delegation of Authority to the respective Incident Commander.

The delegation does not absolve the authority having jurisdiction from any legally owed responsibility. The delegation provides another agency or individual, the authority and power to act on behalf of the agency delegating the authority. It also lists the parameters of the delegated authority.

Preservation of Evidence

The agency having jurisdiction is responsible for the fire origin and cause investigation. The initial attack incident commander should protect and preserve the fire origin area and any evidence associated with the fire cause and origin. The fire origin area should be immediately identified by first responders and protected to preserve any evidence that may help the investigation. Fire cause investigations are required for DFPC and federal agencies, and any FEMA-declaration fire. When a fire involves mixed land ownership, a joint fire investigation is the recommended method.

STATE EMERGENCY FIRE FUND (EFF)

The Emergency Fire Fund (EFF) may be used to assist counties with whom the DFPC has signed an "Emergency Fund Contract Agreement for Watershed Fire Control", and who have paid their latest annual assessment. The fund will be used only for approved wildfire suppression and control activities. The DFPC Director, or designee, is the only person authorized to approve

and implement the fund. EFF is intended to be utilized when a fire exceeds the capacity of County resources to manage (management includes both oversight and equipment).

In the event a fire becomes State Responsibility, the County agrees to supply the appropriate type and amount of County resources for the duration of the fire as available and approved.

Arapahoe County does not participate in EFF. An EFF complexity analysis completed by DFPC FMO or designee that scores high enough may allow for an exception and use of emergency funds authorized by order of the Governor.

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

Cost Share Agreement (Cost Share Methodologies)

All multi-jurisdictional fires shall have a cost share agreement. Negotiations should consider each agency's values at risk and resources assigned. Cost share agreements will be documented, including the basis or rationale used (State AOP, Cost Share Agreement Template/Example).

Training

Signatories agree to communicate training opportunities, and where possible include one another in their trainings.

Communication Systems

All agencies may use the other's radio frequencies as needed to conduct emergency operations. However, no agency will use, or authorize others to use, another agency's radio frequencies for routine day-to-day operations, unless otherwise approved. Fire protection districts and fire departments on incidents, under the auspices of the County, are granted permission to use federal radio frequencies, if needed, to assure safety of the operation. All agencies must coordinate interagency frequencies during initial response wildfire incidents. For extended attack incidents all agencies must request interagency frequency utilization via Pueblo Interagency Dispatch.

Fire Weather Systems

Rocky Mountain Area Predictive Services (RMAPS) and the National Weather Service (NWS) provide a variety of products that are designed to support strategic and tactical decisions. NWS products are designed for tactical decision support. These products include (but are not limited to), Fire Weather Forecasts, Spot Forecasts and Smoke Management Forecasts. Red Flag Warnings are determined by the National Weather Service-Denver Boulder Office. These

forecasters determine Red Flag Warnings from weather data and fuel status data. Fuel Status data is found on the BLM Fuel Status Webpage. The National Weather Service periodically issues "RED FLAG" warning bulletins and fire weather watches.

Aviation Operations

Aviation assets greatly enhance wildfire suppression capabilities and support ground resources. Through effective communication and sound risk management these assets can be utilized across jurisdictional boundaries.

1. STATE RESOURCES

DFPC hosts fixed wing and rotor wing assets, for use on wildland fires within the State of Colorado. These assets have home bases, but frequently move locations to preposition in areas of risk. Requests to have DFPC assets moved to cover a specific area (such as Arapahoe County) should be made by local cooperators through the DFPC Regional FMO. Requests for all state aviation resources will be made through PIDC.

2. FEDERAL RESOURCES

Requests for Federal and Interagency aviation resources such as Air Tankers or Helicopters will be made through PIDC.

3. LOCAL RESOURCES

Arapahoe County has the ability to utilize Call When Needed contracts with local aviation companies for the use of helicopters to suppress wildland fires within Arapahoe County. Arapahoe County aviation assets may be utilized as air reconnaissance. Arapahoe County assets will utilize the full range of Interagency VHF frequencies to provide effective communication with PIDC, other aviation assets and interagency ground resources.

Billing Procedures

National Wildfire Coordinating Group publication, Interagency Incident Business Management Handbook, NWCG Handbook 2: PMS 902 (NWCG IIBMH) will guide cooperative, exchange, contract/fee basis fire protection services. Federal agencies and DFPC follow NWCG IIBMH, Chapter 50 specifically for cooperative and reimbursable fire protection services.

In addition to NWCG IIBMH, local fire agencies follow the *Colorado Department of Public Safety, Division of Fire Prevention & Control and Division of Homeland Security & Emergency Management (DHSEM) Cooperator Incident Reimbursement Guidelines* for the reimbursement process.

The Colorado Resource Rate Form (CRRF) is the basis for the reimbursement process. CRRFs within Arapahoe County are part of this AOP.

Cost Recovery

In the event that cost recovery is pursued on an unplanned ignition (regardless of ownership), all costs from the time of initial report of the fire (including mutual aid) may be pursued.

GENERAL PROVISIONS

This AOP is the framework for cooperation between interagency dispatch centers, State of Colorado and Arapahoe County. It does not supersede any other lawful policy, rule, or procedure. This AOP may be utilized as part of the County's master Emergency Operations Plan. The County is encouraged to create AOP's, MOU's and Agreements with their local response agencies.

Personnel Policy

All agencies shall be subject to the personnel rules, laws and regulations of their respective agencies, unless employed temporarily by another agency to this AOP and the authority under which such temporary employment is authorized provides that such employees shall be subject to the employing agency's personnel rules, laws and regulations.

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to local fire agencies. These supplemental personnel are identified as "Supplemental Resources" defined as: "Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff."

When this situation arises, Supplemental Resources are utilized as identified in the Colorado Department of Public Safety, Division of Fire Prevention & Control and Division of Homeland Security & Emergency Management (DHSEM) Cooperator Incident Reimbursement Guidelines and documented with the CRRF. While on assignment, Supplemental Resources are considered local fire agency employees and the local fire agency will be reimbursed for their actual costs.

Modification

Revisions or updates are automatically incorporated into the 2017 *Colorado Statewide Wildland Fire Management Annual Operating Plan* and *Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement* signed and dated 6/1/2011, and as amended in 2013, as unnecessary.

Annual Review

This AOP is reviewed annually, and revised as needed.

Duration of Agreement

This AOP is in effect from 4/1/2017 through 3/31/2018.

Previous Agreements Superseded

This document supersedes all previous versions of the Arapahoe County Annual Fire Operating Plan.

SIGNATURES

Authorized Representatives

ARAPAHOE COUNTY SIGNATURES

Signature

David C. Walcher
Printed Name

Date

County Sheriff
Title

Signature

Nancy Sharpe
Printed Name

Date

County Commissioner
Title

COLORADO DIVISION OF FIRE PREVENTION & CONTROL SIGNATURE

Signature

Printed Name

Date

Regional Fire Management Officer
Title



BOARD SUMMARY REPORT

Date: March 21, 2017

To: Board of County Commissioners

Through: Diana Maes, BOCC Administration Manager

From: Carol Dosmann, Executive Assistant, BOCC Administration

Subject: Amend Resolution No. 170127 adopted on February 14, 2017 and approve the appointment of Raylene Owen to replace the seat held by William Jenks on the Arapahoe County Foundation, Inc. Board of Directors.

Purpose and Recommendation

Amend Resolution No. 170127 adopted on February 14, 2017 and approve the appointment of Raylene Owen, to replace the seat held by William Jenks, on the Arapahoe County Foundation, Inc. Board of Directors as she was appointed Chair of the Fairgrounds and Park Steering Committee on March 9, 2017. Raylene's appointment will expire when her term as Chair on the Fairgrounds and Park Steering Committee ends.

Background

The Arapahoe County Foundation, Inc. is a Colorado non-profit corporation organized as a 501 (c) (3) entity that accepts gifts, grants and contributions on behalf of Arapahoe County and Arapahoe County's programs, services and special events. The Foundation provides funding to support and enhance the Arapahoe County HOPE Fund, Arapahoe County Fair, sponsors special events and promotional activities and contributes to the local programs that promote the health, safety and welfare of citizens.

Pursuant to the Articles of Amendment to the Articles of Incorporation of the Arapahoe County Foundation, Inc., approved January 16, 2008, the affairs of the Corporation shall be conducted and managed by its Board of Directors, one of whom shall be the Chair of the Fairgrounds and Park Steering Committee.

Discussion

Alternatives

Fiscal Impact

Concurrence

Reviewed By:

Diana Maes, BOCC Administration Manager
John Christofferson, Deputy County Attorney

RESOLUTION NO. 170 It was moved by Commissioner and duly seconded by Commissioner to amend Resolution No. 170127 adopted on February 14, 2017, and to hereby appoint Raylene Owen, to replace the seat held by William Jenks, on the Arapahoe County Foundation, Inc. Board of Directors as she was appointed Chair of the Fairgrounds and Park Steering Committee on March 9, 2017, which term will expire when her term as Chair on the Fairgrounds and Park Steering Committee ends. Said appointee shall serve at the pleasure of the Board of County Commissioners and said appointee may be removed at any time by action of the Board of County Commissioners, with or without good cause shown.

The vote was:

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

The Chair declared the motion carried and so ordered.



BOARD SUMMARY REPORT

Date: March 21, 2017

To: Board of County Commissioners

Through: Diana Maes, BOCC Administration Manager

From: Carol Dosmann, Executive Assistant, BOCC Administration

Subject: Amendment to Resolution No. 170132 adopted on February 14, 2017

Purpose and Recommendation

Amend Resolution No. 170132 adopted on February 14, 2017 and appoint David Novinger, who is currently serving as an associate member, to serve as a regular member on the Board of Review, for a term that will expire February 9, 2021.

Background

The Board of Review assists in interpreting and enforcing Arapahoe County building codes. The Board hears requests for variances from applicants who wish to deviate from the building code. Members consider statements and evidence provided by County staff, applicants and witnesses and vote on requests before the Board. It consists of five regular members who each serve a four-year term and four associate members who each serve a one-year term.

Discussion

Alternatives

Fiscal Impact

Concurrence

Reviewed By:

Diana Maes, BOCC Administration Manager
John Christofferson, Deputy County Attorney

RESOLUTION NO. 170

It was moved by Commissioner _____ and _____ duly seconded by Commissioner _____ to amend Resolution No. 170132 adopted on February 14, 2017 and hereby appoint David Novinger, who is currently serving as an associate member, to serve as a regular member on the Board of Review, for a term that will expire February 9, 2021. Said appointee shall serve at the pleasure of the Board of County Commissioners, and said appointee will be removed at any time by action of the Board of County Commissioners, with or without good cause shown.

The vote was:

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

The Chair declared the motion carried and so ordered.



BOARD SUMMARY REPORT

Date: March 21, 2017

To: Board of County Commissioners

Through: Diana Maes, BOCC Administration Manager

From: Carol Dosmann, Executive Assistant, BOCC Administration

Subject: Amend Resolution No. 170153 adopted on February 14, 2017 and appoint Mason Stefancic to fill a vacancy on the Fair Planning Committee.

Purpose and Recommendation

Amend Resolution No. 170153 adopted on February 14, 2017 and appoint Mason Stefancic to fill a vacancy on the Fair Planning Committee, which three-year appointment will expire on February 11, 2020.

Background

The Fair Planning Committee plans and manages the annual 4-H project completion events and open class events for the Arapahoe County Fair. The County's Extension staff advises this group. There are 12 members who serve on this committee.

Discussion

Alternatives

Fiscal Impact

Concurrence

Reviewed By:

Diana Maes, BOCC Administration Office Manager
John Christofferson, Deputy County Attorney

RESOLUTION NO. 170

It was moved by Commissioner _____ and duly seconded by Commissioner _____ to amend Resolution No. 170153 adopted on February 14, 2017 and hereby appoint Mason Stefancic to serve on the Fair Planning Committee to fill a vacancy, which three-year appointment will expire on February 11, 2020. Said appointee shall serve at the pleasure of the Board of County Commissioners and said appointee may be removed at any time by action of the Board of County Commissioners, with or without good cause shown.

The vote was:

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

The Chair declared the motion carried and so ordered.



Board Summary Report

Date: 03/03/2017
To: Board of County Commissioners
Through: Don Klemme, Community Resources Department Director
From: T.J. Westphal, County Veterans Service Officer
Subject: Veterans Service Officer Summary Report

Direction/Information:

The purpose of this report is to communicate the services provided to veterans and their families by the Arapahoe County Veterans Service Officer during the month of February, 2016.

Background

The Colorado Department of Veterans Services requires assistance to veterans and their families in compliance with Sections 28-5-801 et seq., Colorado Revised Statutes, in receiving their benefits such as, but not limited to:

Burials:

- Provide veterans within Arapahoe County the information regarding their burial allowance
- Advise and assist family members of veterans collection of death pension

Health Services:

- Assist veterans in processing claims for medical benefits
- Assist and coordinate with veterans' Medicaid cases

Claims:

- Prepare, present and appeal claims for VA benefits on behalf of Arapahoe County veterans and their dependents

Links to Align Arapahoe

The services provided to veterans through our Veterans Services Office link to the Align Arapahoe Initiatives of Quality of Life and Service First. By connecting veterans to the resources available for them and assisting them with claims which may increase their available income, quality of life is improved. Service First is met through the timely and professional delivery of services to all veterans and family members who work with the Veterans Service Office.

Discussion

Arapahoe County Veterans Services provides full-time assistance to veterans and their families as required by state statutes.

Alternatives

This document is a state form required by the State of Colorado to be submitted monthly as application for monetary benefits payable to the County General Fund in accordance with Section 28-5-707 Colorado Revised Statutes.

Fiscal Impact

The County receives \$16,560 annually for the services provided to veterans in Arapahoe County. There is also a positive fiscal impact to individual veterans through successful claims recoveries.

Concurrence

This report was presented to Donald A. Klemme, Community Resources Department Director, who recommends approval and signature by the Board of County Commissioners.

Attorney Comments

If appropriate, include this section.

Reviewed By:

Although physical signatures are not required, the BSR must still be reviewed by all necessary departments prior to submitting. You **MUST** provide sufficient time for finance and county attorneys to review your document prior to being submitted. The names of the individuals that have approved must be listed below.

T.J. Westphal, County Veterans Service Officer
Linda Haley, Senior Resources Division Manager
Don Klemme, Community Resources Department Director



ARAPAHOE COUNTY
VETERANS SERVICE OFFICE

Arapahoe County Veterans Service Office February, 2017- Summary Report

For the month of February, 2017:

- The County Veterans Service Office prepared, presented and appealed claims for federal benefits to the Department of Veterans Affairs. The office also administered the Veterans Trust Fund for emergency financial assistance. Staff conducted all daily operations to include meeting with veterans and/or their dependents, conducting community outreach, processing legal correspondence and fielding calls related to claims, resource referrals and general inquiries.

- John Rossie gave **12 hours** of volunteer service to the County Veterans Service Office.

- **Goals and Objectives:**

• Total phone calls processed:	747
▪ Specific to current claim action/status:	50
▪ Appointments, referrals, general inquiries:	598
• Scheduled/walk-in appointments/home visits:	107
• Claims for federal benefits filed to the VA:	33
• Other applications and claim correspondence:	46
• Requests for military records and corrections:	4
• Veterans Trust Fund requests granted:	10
• New favorable award notifications received:	25
▪ 2017 Favorable decisions to date:	51
▪ 2017 VA claim award recoveries to date:	\$562,914.47

- **Training, Outreach and Community Events:**

- 02/04/17 – Outreach: VSO Presentation at VVA Littleton Chapter 1106
- 02/14/17 – Community: UVC Monthly Meeting
- 02/15/17 – Community: VSO Presentation at Arapahoe County QCM

Respectfully Submitted,

T.J. Westphal
County Veterans Service Officer
Arapahoe County, Colorado



Colorado Department of Military and Veterans Affairs
County Veterans Service Officers Monthly Report and Certification of Pay

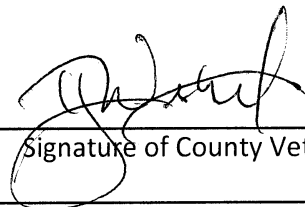
County of ARAPAHOE Month of FEBRUARY 2017

General Information		Request for Medical Records	
Telephone Calls	648	21-4142 & 21-4142a	2
Office Visits	107	Military Records/Corrections	
Home Visits	0	SF180	2
Outreach Visits	1	DD149	0
Community Events	2	DD293	0
Request for Medal	0	NA13075	0
Operation Recognition	0	Other	0
Correspondence Rec'd	25	NSC Pension	
Correspondence Written	79	21-527EZ	0
Info/Referral/Inquiries	598	21-8416	0
VCAA Notice	1	Widows Pension	
State Benefits	0	21-534EZ	1
Income Verifications	0	21-8416	0
New Claims Initiated		DIC	
21-22 CVA	37	21-5234EZ	2
21-22 others	0	Burial Allowance	
SC Entitlement		21P-530	1
21-526EZ	25	40-1330	0
21-0966 Informal	12	21-2008	0
21-526EZ Reinstate	0	26-1817	0
21-526EZ IU	3	Waivers/Compromise	
21-8940 IU	0	21-4138	0
21-4192 IU Employer	0	21-5655	0
21-4138 SMC	0	Appeals	
21-686c Dependency	18	21-0985 NOD	8
21-674 School Attendance	1	VA Form 9	0
VA Healthcare		VA Home Loan	
10-10EZ	0	26-1800	0
CHAMPVA	1	Insurance Claims	
Homeless Veterans Claims		29-357	0
Service Connection	0	29-4364	0
NSC Pension	0	29-336 Beneficiary	0
VOC REHAB		29-4125 Lump Sum	1
28-1900 CH31	0	VTF Requests	
MISC CLAIMS		Rental Assistance	4
21-8678 Clothing Allow	0	Utilities Assistance	0
21-4502 Adaptive Equip.	0	Prescription Assistance	0
26-4555 Housing	0	Food Assistance	6
10-0103 HISA Grant	0	Transportation Assistance	0
CRSC	0	Clothing Assistance	0
Incarcerated Veterans		Other	0
21-526EZ Reinstatement	0		
21-4138 Apportionment	0		

Certification by County Veterans Service Officer

I hereby certify, the above captioned monthly report is true and accurate. I have been paid the following amount(s) for the month of , 20__ from _____county.

Salary \$	-
Expenses \$	-
Office Space \$	-
Telephone \$	-
Office Supplies \$	-
Travel \$	-
Training Conference \$	-
Other \$	-
TOTAL \$	-



Signature of County Veterans Service Officer

3-3-2017

Date

Certification by County Commissioner or Designee

In accordance with CRS 28-5-707, I hereby certify the accuracy of the Report CVA-26 revised 9-11-2015:

_____	County Commissioner or Designee of
_____	County
_____	Date

This certification, submitted monthly, properly signed and executed is considered as application for the monetary benefits to the County General Fund in accordance with 28-5-804 (2002) Colorado Revised State Statute.

Submit this form no later than the 15th day the following month.

Mail to:

Colorado Division of Veterans Affairs
Attention: Deputy Director
1355 South Colorado Blvd.
Building C, Suite 113
Denver, Colorado 80222



Board Summary Report

Date: February 26, 2017

To: Board of County Commissioners

Through: David M. Schmit, Director – Public Works and Development

From: Bryan D. Weimer, Division Manager – Transportation
APWA Accreditation Manager

Subject: **PUBLIC WORKS APWA ACCREDITATION APPLICATION AND AGREEMENT**

Direction/Information:

This Consent Agenda is a request for the Board of County Commissioners (BOCC) to approve an agreement with the American Public Works Association regarding the Public Works and Development Department pursuit of APWA Accreditation and application for such. The request would also include the Chair execution of the agreement, authorize to make application payment of \$12,400, submittal of the formal application, and signature on the County's support letter.

Request and Recommendation

The Department of Public Works and Development (PWD) is seeking approval of the BOCC to execute the agreement with and application to the American Public Works Association (APWA) for consideration of APWA Accreditation of the Arapahoe County Public Works and Development Department and the authorize payment of \$12,400.

PWD Staff recommends approval of the request. The request is consistent with the BOCC Study Session on the same topic held on March 13, 2017.

Background

In 2010 a Performance Audit of PWD was conducted by Woolpert, Inc. Since that time, most recommendations contained in the audit have been implemented. One of the recommendations that have not been completed is the development/documentation of our policies, procedures and practices. One of the main reasons for documenting "what" we do and "how" we do it is to allow for knowledge transfer/retention as long tenured employees leave the organization.

Since April of 2016, PWD has been in the process of performing a self-assessment and documentation/improvement phase of the APWA Accreditation process. There are 5 phases to the APWA Accreditation process, which includes: Self-Assessment, Application, Improvement, Evaluation, and Accreditation (see attached for explanation).

Accreditation is a voluntary process offered through the Accreditation Council (the Council), the accreditation-granting arm of the American Public Works Association (APWA). The Council is made up of professional managers with public and private sector experience in the delivery of governmental services. The Council is a subordinate entity, supported by the American Public Works Association.

Accreditation is the mark of professionalism that indicates that a public works agency has made the commitment to continuous improvement in the delivery of public works operations and services in the community it serves. Accreditation recognizes that an Agency's policies, procedures, and practices have been evaluated against nationally recognized, recommended practices. For Arapahoe County Public Works and Development, this process will also culminate in a comprehensive Department wide Operations Manual.

As a reminder to the past Board members and an introduction to APWA Accreditation to new the Broad members, we offer the following discussion.

Why APWA Accreditation?

- Going through and obtaining accreditation will provide an opportunity for employees at all levels of the organization to get involved with how we do business and how we might do things better; and it will allow us to capture the ideas, operational knowledge, experience and wisdom of our veteran workforce before they leave the organization.
- It would provide the focus and support necessary to achieve a primary goal for our Department as identified in our 2010 Performance Audit (Develop/Document Policies, Procedures and Practices).
- Accomplishing this would provide us with a comprehensive operational manual to allow for a knowledge transfer, consistent practices, and continues improvement.
- Would help support succession planning by providing knowledge transfer. In addition, accreditation can be used when recruiting talent.
- Formal recognition of a well-run organization and public recognition of the Public Works function.
- Better position us against claims as they arise and reducing our risk of such.
- Through execution of this project we can build teamwork, enhance employee engagement, increase credibility, and heighten our overall sense of pride and accomplishment (First County in Colorado, Sixteenth County in US).

What is required?

- Five primary phases, 1) Self-Assessment, 2) Application, 3) Improvement, 4) Evaluation, 5) Accreditation.
- APWA Process and System allows for a straight-forward and organized approach.
- Typically takes between 18-20 months.
- Will involve some support from several other Departments or Elected Offices (HR, IT, Finance, Legal, Communication, F&F, ACSO and OPM). Impact is not anticipated to be significant. PWD is prepared to do the majority of the work. All are supportive of our efforts.
- Total hard cost is estimated at \$12,400 (required at time of application which may be a 2017 cost).
- Re-accreditation every four years estimated at approximately \$6,000 or approximately \$1,500/year.
- We have the benefit of several agencies that have already completed the accreditation process in Colorado and have shared their information with us and are willing to help.

PWD believes this is a critical action for the sustained long term success of the PWD Department. PWD provides many critical services to the citizen of Arapahoe County. Arapahoe County is recognized as a leader and we believe our Department should be recognized and distinguished as well. A public works agency that is accredited shows the community it serves its commitment to quality and organizational professionalism. Being the first County in Colorado to hold this national accreditation would certainly go a long way toward demonstrating that.

The BOCC authorized the Public Works and Development Department to move forward with APWA Accreditation during a Study Session held on January 4, 2016. This Study Session will provide a summary of the efforts completed to date, the schedule moving forward, and next steps

Links to Align Arapahoe

Service First – The project demonstrates our strong commitment to excellence and continuous improvement.

Quality of Life – An excellent Public Works Department makes a significant contribution to the Quality of Life of those who reside in Arapahoe County

Fiscal Responsibility – Accredited agencies usually experience less claims/risk.

Discussion

This project entails Arapahoe County Public Works and Development Department pursuing accreditation through the American Public Works Association. As part of the accreditation process there are 5 Phases which includes:

1. **Self-Assessment Phase** - During this phase the applying Agency performs an analysis of its practices using the criteria contained in APWA's *Public Works Management Practices Manual*.
2. **Application Phase** - During this phase information regarding self-assessment and accreditation is exchanged. The Agency may submit a formal application for accreditation; thereby fixing terms and conditions required for accreditation.
3. **Improvement Phase** - Using the results of the self-assessment phase, the Agency makes improvements to the various processes indicated by the self-assessment as needing further enhancement in order to be considered in substantial or full compliance.
4. **Evaluation Phase** - Once the Agency believes it complies with all applicable practices, an evaluation team performs a "site visit" to affirm compliance.
5. **Accreditation Phase** - This is the final approval stage of accreditation by the Accreditation Council and the renewal process.

To date, PWD is in the Self-Assessment and Improvement Phases, which are scheduled to be completed by the end of April 2017. After we are completed with these two phases we will move into the Evaluation Phase. This request is to start the Application Phase whereby payment is made to APWA to cover their expenses and we will enter into an agreement and provide an application with our payment.

There are 609 practices within 40 Chapters of the 8th Edition of the Public Works Management Practices Manual. A summary of the Chapters and associated practices are attached for reference. Of these 40 Chapters, Arapahoe County Public Works and Development has primary responsibility for providing services under 22 Chapters. All agencies pursuing are mandated to document the first 9 Chapters and the remaining 31 Chapters are discretionary based on the role of the Public Works Department within each agency. Within the 22 Chapters PWD is responsible for there are 392 practices. To date, 255 practices have been documented and the remaining are currently being documented and written.

As part of this documentation effort, PWD has already realized benefits to the organization and its employees. Examples of this can be seen below from the recent Employee Engagement Survey results where scores have increased from 2014, as employees have been directly involved with documenting practices they are involved/have responsibility for executing during their daily duties.

- My opinion is sought on issues that affect me and my job – Up 21 points (86% Favorable/Neutral)
- I clearly understand what my supervisor expects of me – Up 12 points (98% Favorable/Neutral)
- I have the freedom to choose how to best perform my job within established guidelines – Up 14 point (95% Favorable/Neutral)

The following are a few examples of how this effort has positively affected the organization:

- The formalization of the roles of PWD and other departments when it comes to such task as building maintenance/management
- Establish consistency between divisions within PWD on how to select consultants and contractors
- Recognition of roles various divisions have within the department and how they interact with one another (Road and Bridge and Animal Control regarding street cleaning and animal pickup)

Finally, the process has helped us fill gaps in processes that we did not officially have previously. These gaps were found related to processes for onboarding employees, ethics training, communication, etc. as examples.

The above examples are why the Accreditation process is beneficial as it is about constant evaluation and improvement.

The cost for Accreditation is based on jurisdiction population size and the number of chapters that the agency is responsible for provide service. In PWD's case, the population is based on the unincorporated population in the 2010 census of 83,764, which equates to \$9,000.00 and 22 Chapter of the 40 APWA chapter that PWD has responsibility of providing service at a cost of \$3,400. This equates to a total cost of \$12,400.00 (see attached application).

As mentioned previously, one of the phases is the Application Phase, in which the agency commits to the Accreditation Process and the timeline of completing within 36 months. This commitment is made via execution of an Agreement (Attached). With the BOCC concurrence, we will bring the Agreement forward in a Consent Agenda for BOCC official action and execution.

Alternatives

We could continue to work on the project without the benefit of APWA Accreditation software, process, support, and end goal recognition. In the past, this has not proven to be an effective model.

Fiscal Impact

The financial impact is estimated to be approximately \$12,400 of which funding is available. This amount represents the application fee for 22 Chapters in which we perform and/or have responsibility for providing services. The only other cost for accreditation will be for the expenses of the evaluation team when they perform a 2-day onsite evaluation of the Department and various practices. Said cost is also available in our 2017 operating budget.

The APWA Accreditation Program is about improvement of the Public Works Department's effectiveness and management systems and as such, it is an ongoing process. Re-accreditation would occur every 4 years and we have estimated the cost of such being roughly \$6,000 or roughly \$1,500 per year. The re-accreditation process is to address new things that PWD would face, look at better ways of providing services, and continue to improve our policies and processes.

This action would also authorize payment of \$12,400 to the American Public Works Association.

Concurrence

The following Departments have provided great support since we began the evaluation and documentation process in April 2016.

- Human Resources
- Finance
- Communication
- Fleet and Facilities
- IT
- County Attorney
- Arapahoe County Sheriff Office

Attorney Comments

The Arapahoe County Attorney's Office have reviewed this report and associated APWA Agreement and has no comments at this time.

Reviewed By:

David M. Schmit, Director - Director
Robert Hill, Assistant County Attorney
Todd Weaver, Budget Manager

cc: David M. Schmit, Director – Public Works
Bryan D. Weimer, Division Manager – Transportation
Judy Ligrani, Business Associate III
Robert Hill, Assistant County Attorney
Todd Weaver, Finance Department
Jessica Savko, Finance Department
Kim Lynch, Business Associate III
File (APWA Accreditation)
File (Reader)

AUTHORIZATION TO SIGN INTERGOVERNMENTAL AGREEMENT

RESOLUTION NO. 170

It was moved by Commissioner and duly seconded by Commissioner to approve and authorize the Chair of the Board of County Commissioners to sign the Agreement, by and between Arapahoe County and the American Public Works Association, regarding the Arapahoe County Public Works Department pursuit of APWA Accreditation of the department. The action also approves the payment of \$12,400, submittal of the formal application, and issuance of a support letter.

The vote was:

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

The Chair declared the motion carried and so ordered.

ACCREDITATION AGREEMENT

This Agreement is entered into between the _____ (“the Agency”) with principal offices located at _____, and the Accreditation Council (“the Council”), a division of the American Public Works Association (“APWA”), an Illinois nonprofit corporation exempt from federal (c)income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code with principal offices located at 1200 Main Street, Suite 1400, Kansas City, Missouri 64105.

APWA is an international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services. APWA has created the Council to recognize public works agencies in having policies and practices addressing subject areas as set forth in the *Public Works Management Practices Manual*.

The Agency is responsible for directly or indirectly administering, managing or providing public works related services in _____ functional areas, more fully described on the Agency’s Application for Accreditation, which is hereby incorporated into this Agreement. The Agency desires that the Council assess the Agency’s practices in order for the Council to determine if the Agency is eligible for designation as accredited in accordance with the terms of this Agreement.

The parties, intending to be legally bound, agree as follows:

1. AGENCY RESPONSIBILITIES: The Agency shall:

1.1 Provide all information, including all documents, files, records, and other data as required by the Council except to the extent that the disclosure of such information is restricted by law (in which case, the Agency shall notify the Council that such information has been withheld);

1.2 Conduct a self-assessment as to compliance with recommended practices, and provide full and accurate results thereof to the Council using software developed and approved by the Council;

1.3 Provide one or more persons to assist the Council representatives (“Evaluators”) in making the necessary inquiries and assessments of Agency information relative to compliance with recommended practices; provide access to files and records; and provide necessary facilities that are requested by the Evaluators; and

1.4 Respond to all communications from the Council promptly, but in no event later than ten (10) business days from the receipt thereof.

_____Agency _____APWA

2. COUNCIL'S RESPONSIBILITIES: The Council shall:

2.1 Provide necessary documentation, forms, and instructions regarding the accreditation process.

2.2 Provide Evaluators for the purpose of conducting an on-site evaluation of the Agency's policies and practices;

2.3 Promptly analyze compliance data and advise the Agency of the results of the on-site evaluation and the need for additional information, if any;

2.4 Conduct a hearing and certify the Agency has accredited if it has met the then applicable practices.

2.5 If the Agency is accredited, (a) provide a certificate and award, and (b) make available indicia of accreditation

2.6 If the Agency is not accredited following an examination of its policies and practices, provide the Agency with reasons for the Council decision, and

2.7 Upon payment of the Agency of a \$1,000 appeal fee (which must be paid within sixty days of notice by the Council of the reasons for the Council decision), allow the Agency to appeal the decision of the Council (which fee shall be refunded if the Agency prevails on the appeal).

3. TERM:

3.1 This Agreement shall become effective when it has been signed by an authorized representative each of the parties.

3.2 The Agreement shall terminate:

- (a) Upon execution of a Re-Accreditation Agreement between the Agency and Council, or
- (b) Upon expiration of the 36th month following the effective date of this Agreement unless a successful on-site evaluation within that period of time; or
- (c) Upon written notice by the Agency that it withdraws from the accreditation process, or
- (d) Upon termination pursuant to Section 5.1, 5.2, or 5.3 hereof; or
- (e) Upon expiration or revocation of the Agency's accredited status.

_____Agency _____APWA

3.3 The term of any accreditation provided to the Agency shall have a term of four years from the date of issuance. If the Agency has not executed a Re-Accreditation Agreement (and paid the fees required thereby) and scheduled the Re-Accreditation on-site visit before the expiration of such four year term, the accreditation shall lapse and the Agency shall not hold itself out as being accredited by the Council.

4. **MODIFICATION:** There shall be no modifications of this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.

5. **TIME AND MANNER OF PAYMENTS:**

5.1 The Agency may elect one of two options (lump sum or installment) for payment of the accreditation fee, which is not refundable (except as noted in Sections 5.2 and 5.4). Under either option, the fees do not include the Agency's responsibility for costs associated with the on-site evaluation in accordance with Sections 5.3, 5.5 and 5.6.

The Agency agrees to one of the following options by checking the appropriate block:

(a) Lump Sum Option

The Agency will remit to the Council a single payment in the lump-sum amount for processing of the accreditation of \$_____, upon the execution of this Agreement by the Agency.

The total amount of \$_____ is herein remitted to the Council (payable by check to the order of American Public Works Association) via check number _____, or

Purchase Order No. _____ is herein remitted to the Council in the amount of \$_____.

(b) Installment Option

The Agency will remit to the Council a total payment of \$_____ for processing of the accreditation. The first installment of \$_____ (50% of total fee) is due at the signing of this Agreement by the Agency. The second installment of \$_____ (remaining 50% of fee) is payable at the end of the eighteenth (18th) month from the effective date of this Agreement or at the time of submission of the completed self-assessment and request for the onsite evaluation, whichever occurs first.

The first installment of \$_____ is herein remitted to the Council (payable by check to the order of American Public Works Association) via check number _____, or

_____Agency _____APWA

Purchase Order No. _____ is herein remitted to the Council in the amount of \$ _____.

*The Council reserves the right to terminate this Agreement if an installment payment is delinquent by more than sixty days, and the Council shall not be obligated to refund any fees previously paid.

5.2 If the Agency is determined ineligible to apply for participation in the Accreditation program, after the execution of this Agreement and payment of fees, the Council will refund the fees reserved from the Agency, less a \$1,000 processing fee.

5.3 The Council will invoice the Agency for the Council's actual on-site evaluation costs. An itemized invoice will be delivered to the Agency within forty-five days of completion of the on-site visit. The Council reserves the right to terminate this Agreement if such payment is delinquent by more than sixty days, and the Council shall not be obligated to refund any fees previously paid.

5.4 If the Agency terminates this Agreement pursuant to Section 3.2(c), the Agency shall receive a refund based on the following schedule, based on the effective date of this Agreement.

Less than one-year: Seventy percent (70%) of the total fee

More than one year, but less than two years: Fifty percent (50%) of the total fee

More than two-years: No refund allowed

Refunds shall not exceed the amount actually paid by the Agency.

5.5 If the Agency requires more than 36 months to complete a successful on-site evaluation, the Agency may request a 12 month extension to this Agreement. If the extension is granted, the Agency agrees to pay a nonrefundable fee amounting to 25% of the fee in effect on the effective date of this Agreement for that additional period. The Agency may continue to request an additional extension every 12 months thereafter, and agrees to pay the additional 25% fee, until a successful on-site evaluation has been achieved or this Agreement has been terminated in accordance with Section 3. No such additional fee will be levied where the Council delays the on-site evaluation for their convenience or where the on-site evaluation cannot be reasonably scheduled within the original 36-month period.

5.6 If the Agency's initial on-site evaluation is not successful (i.e., work after the initial on-site evaluation is required to achieve compliance with recommended practices), and the volume of review necessary for completion would require a second on-site evaluation, with the Agency shall prepay costs for a subsequent on-site evaluation and/or additional staff/evaluator assistance required on or off site. The additional work required (on and/or off site) must be completed within six (6) months.

_____Agency _____APWA

6. CONFIDENTIALITY:

6.1 The Council shall receive and hold confidential any and all reports, files, records and other data obtained from the Agency pursuant to this Agreement. The Council shall use reasonable commercial efforts to prevent the disclosure, distribution, or release to any person or organization, except authorized Agency officials, employees or agents, or upon order of any court, state or federal, any materials or contents thereof, either provided by the Agency or developed by the Council in the furtherance of its responsibility under this Agreement. Notwithstanding anything in this Agreement to the contrary including the above, the Council is authorized, but not required, in the exercise of its sole discretion, to conduct an open meeting regarding the Agency's candidacy for accreditation or, its continued compliance with applicable standards, including but not limited to all factual matters relating to the assessment, appraisal, and determination of accreditation and all comments which form a basis for the opinion either in favor of or against accreditation, unless specifically notified by the Agency in writing to the contrary, in which case such meeting shall be closed to the public. Nothing herein shall be construed to require the Council to conduct all or part of its meeting in public, including but not limited to the right of the Council, in the exercise of its sole discretion, to terminate an open meeting at any time and conclude such meeting in a closed session.

6.2 In response to inquiries concerning the Agency, the Council's reply will be to identify the Agency's status. All other requests for information will be directed to the Agency.

7. NEWS RELEASES:

7.1 Notwithstanding any provision of this Agreement to the contrary, the Council shall have the right to identify the Agency in news releases and its publicity program after the Agency's on-site evaluation has been scheduled, the purpose of said news release and publicity program will be to identify the Agency as seeking accreditation. Where specific mention of the Agency is used in this regard, a copy of the news release or publicity material will be provided to the Agency for its information.

7.2 The Agency shall provide the Council with a copy of all its news releases or publicity material concerning its accreditation activities.

8. THE COUNCIL AS AN INDEPENDENT CONTRACTOR: For all purposes under this Agreement, the Council is an independent contractor and shall not be deemed to be an employee, agent, franchise, partner, or legal representative of the Agency. The council shall not have any authority to create or assure any obligation on behalf of the Agency. The Council shall pay and discharge any and all obligations it may incur to federal, state, or local governments for estimated income taxes, Social Security contributions, and the like.

_____Agency _____APWA

9. INTEGRATION: This instrument embodies the whole Agreement of the parties. The parties warrant that there are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

10. SEVERABILITY: If any provisions of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which is held invalid shall not be affected hereby.

11. CHOICE OF LAW: This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the law of the State of Missouri.

12. WARRANTY NOT INTENDED OR IMPLIED: It is understood that the Council's award of accreditation represents that the Council has determined, based in part on information supplied by the Agency, that the Agency has policies and practices addressing certain subject areas, but the council is not making any representations that such policies or practices are adequate or appropriate for Agency. Agency is solely responsible for determining whether its policies and practices are adequate and appropriate and the Council's award of accreditation is not a substitute for the Agency's ongoing and in-depth monitoring and evaluation of its activities and the quality of its services.

13. WAIVER: Any waiver by the council of any breach of this Agreement by the Agency shall relate only to that particular breach and shall not amount to a general waiver.

14. NOTICE: Any notice between the parties shall be in writing and set postage prepaid, to the addresses as specified in the preamble of this Agreement or to such other address as either party may specify in writing in accordance with this section.

15. HEADINGS: The heading of this Agreement shall not be deemed part of it and shall not in any way effect its construction.

IN WITNESS WHEREOF, the Agency has caused this Agreement to be executed in duplicate on this ____ day of _____, 201 ____.

Witness:

By: _____

(Typed name)

(Title)*

____ Agency ____ APWA

*Title of the Agency's Chief Executive Officer or Chief Elected Official and title and that of the appropriate civil authority in the event such signature is required to effect this Agreement. If not required, please so note in this signature block.

IN WITNESS WHEREOF, the APWA has caused this Agreement to be executed by the Executive Director of the American Public Works Association, acting on its behalf.

Witness:

By: _____
Scott D. Grayson
Executive Director

Date

_____Agency _____APWA

ACCREDITATION COUNCIL
OF THE
AMERICAN PUBLIC WORKS ASSOCIATION
APPLICATION
FOR
VOLUNTARY ACCREDITATION
Eighth Edition

Agency Name: * _____

*An entire operating division of a public works agency can apply for accreditation if it is a separate, semi-autonomous unit of government.

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____
(if different from street address)

City: _____ State: _____ Zip: _____

• Parent Agency's Chief Executive Officer: _____
Title: _____ Elected - ☐ Or Appointed - ☐

• Public Works Agency's Chief Executive: _____
Title: _____ Elected - ☐ Or Appointed - ☐

Phone: _____ FAX: _____ E-Mail _____

APWA Member? ☐ -- Yes, I.D. Number _____ ☐ -- No

APWA Agency Member? ☐ -- Yes, Contact _____ ☐ -- No

• Public Works Agency's Accreditation Manager: _____
Title: _____

APWA Member? ☐ -- Yes, I.D. Number _____ ☐ -- No

Phone: _____ FAX: _____ E-Mail _____

The public works agency is responsible for the Functional Areas, which are checked on the reverse side of this application form. The agency is responsible for addressing all recommended practices in the Functional Areas for which the public works agency has responsibility. Each area is covered by a separate chapter in the *Public Works Management Practices Manual* and forms the basis for fees charged for the accreditation process.

We hereby apply for voluntary accreditation by the Accreditation Council of the American Public Works Association. By this application, the agency acknowledges its commitment to accreditation and is willing to devote the resources necessary to complete the accreditation process. The agency is prepared to provide such information necessary for the Council to fairly evaluate the agency's eligibility for accreditation.

Executed this ____ day of _____, 201____.

By: _____, Title: _____

(typed or printed name)

Continued

DETERMINATION OF FEES AND APPLICABLE FUNCTIONAL AREAS

Which of the following functions does your department administer, manage, or provide services -- either directly or through a contractor or outside vendor? The department is responsible for an entire chapter if they have any involvement in any portion of the practices contained in a chapter, even if another department or agency has ultimate responsibility. If there is any accountability—the whole chapter applies. Explain reason for not being responsible or accountable for a particular functional area.

FUNCTIONAL AREA (Chapter Number)	YES	NO	REASON FOR NON-RESPONSIBILITY
Chapter 1-9			Required for all agencies
Planning and Development (10)			
Code Enforcement (11)			
Engineering Management (12)			
Bid Process (13)			
Project Management (14)			
Right-of-Way Management (15)			
Utility Coordination (16)			
Facilities Management (17)			
Equipment and Fleet Management (18)			
Parks, Grounds, and Forestry (19)			
Solid Waste Management (20)			
Solid Waste Collection (21)			
Solid Waste Recycling and Reuse (22)			
Solid Waste Disposal (23)			
Street Maintenance (24)			
Street Cleaning (25)			
Snow and Ice Control (26)			
Stormwater and Flood Management (27)			
Vector Control (28)			
Potable Water Distribution System (29)			
Water Treatment (30)			
Wastewater Collection and Conveyance (31)			
Wastewater Treatment and Disposal (32)			
Traffic Operations (33)			
Parking (34)			
Cemeteries (35)			
Airports (36)			
Transit Operations (37)			
Bridges (38)			
Beach Management (39)			
Environmental Management System (40)			
TOTALS (please enter a number for both Yes and No)			Total for Yes and No must equal 40

Fees for accreditation are as follows: All applicants are responsible for Chapters 1 through 9 in the *Public Works Management Practices Manual*, regardless of functional responsibilities.

Each functional area is represented by a separate chapter in the manual. Conversely, each chapter will be counted as a functional area for the purpose of determining accreditation fees.

Part A: Base Fee by Agency Population (2010 Census Data)

Check	POPULATION		Extension
	Under 10,000	\$1,500	
	10,001 to 25,000	\$2,500	
	25,001 to 50,000	\$6,500	
	50,001 to 100,000	\$9,000	
	100,001 to 300,000	\$11,000	
	300,001 to 1,000,000	\$15,000	
	More than 1,000,000	\$18,000	
	Subtotal Base Fee		\$

Part B: Functional Area Fee (Added to the Base Fee)

Functional Areas	FUNCTIONAL AREAS		Extension
9	First 9 Chapters (Required for all agencies)	\$800	\$800
	Each additional chapter	\$200 each	\$
	Subtotal Functional Area Fee		\$

Total Fee (add Base Fee and Functional Area Fee) \$_____

Calculation of fees is subject to verification by the Accreditation Council. Additional fees will be charged for Functional Areas, which should have been included in the original calculation.

¹ Excludes on-site assessment costs, instructional materials, reference materials, subscriptions, consulting, or other services purchased directly from the American Public Works Association.

Forward 2 copies of signed accreditation agreement, application, and statement of support from chief administrative officer and payment information to: APWA Director of Accreditation, 1200 Main Street, Suite 1400, Kansas City, MO 64105.

March 21, 2017

American Public Works Association
Director of Accreditation
1200 Main Street, Suite 1400
Kansas City, MO 64105

Subject: Arapahoe County, Colorado - Application for Accreditation

Dear APWA Accreditation Council;

Arapahoe County Colorado is pleased to submit an application for American Public Works Association Accreditation of the Arapahoe County Department of Public Works and Development.

The Arapahoe County Board of Commissioners are supportive of our Department of Public Works and Development (PWD) seeking Accreditation through the American Public Works Association. The Commissioners via Resolution # have authorized the execution of the Accreditation Agreement between the American Public Works Association

The PWD Department over 2016 has undertaken the self-assessment/improvement phase of the process and are in the process of finalizing this process and move towards final accreditation

Enclosed is a completed application, Accreditation Agreement, and check for \$12,400.00.

Please contact the County's Accreditation Manager, Bryan Weimer at BWeimer@arapahoegov.com or 720-874-6500 or the Public Works Director David Schmit at DSchmit@arapahoegov.com or 720-874-6500 if you have any questions.

Sincerely,

Nancy Sharpe, Chair
Arapahoe County Board of Commissioners

Enclosure

cc: Board of County Commissioners
David M. Schmit, Director – Public Works and Development
Bryan D. Weimer, Division Manager – Transportation Division
Judy Ligrani, Business Associate III
File (APWA Accreditation)



Board Summary Report

Date:

To: Board of County Commissioners

Through: Don Klemme, Community Resources Department Director

From: Brad Kamby, Judicial Services Division Manager

Subject: Renewal of Intergovernmental Agreement (IGA) with the City of Littleton to contract for Judicial Services to provide case management for people convicted in Littleton Municipal Court who are ordered to perform community service work.

Request and Recommendation

Judicial Services is requesting that the Board or County Commissioners approve a Resolution authorizing the renewal of the IGA between the County and the City of Littleton, allowing Judicial Services to continue to provide case management for people convicted in the Littleton Municipal Court and who are ordered to perform community service, provided they pay the scheduled fee. Because this relationship is with another governmental entity, an IGA is necessary. The IGA requires signature by the Chair of the Arapahoe County Board of County Commissioners. The Board of County Commissioners considered this request at a Study Session on March 6, 2017 and directed staff to schedule it as a consent agenda item.

Background

Judicial Services has been providing case management for persons who are ordered by the Littleton Municipal Court to perform community service since 2010. The current IGA was approved by the BoCC on March 22, 2016, for a period of one year; Resolution Number 160227.

Links to Align Arapahoe

Judicial Services' partnership with the Littleton Municipal Court enhances the quality of life in Arapahoe County by providing restorative justice opportunities to individuals convicted of misdemeanor and traffic offenses. In 2016, community services workers referred by Littleton completed 2,088 hours of useful public service.

Discussion

The partnership with the City of Littleton continues to be successful. Judicial Services has been able to accept referrals from Littleton without adding any additional staff. In 2016, Judicial Services completed 90 community service intakes and collected \$7,864.00 in supervision fees that have been deposited in the County's General Fund.

Alternatives

If the renewal of the IGA is not authorized, the City of Littleton will need to seek other options in order to include community service as a sentencing option for its Municipal Court.

Fiscal Impact

Judicial Services has been able to provide services to the City of Littleton working within its existing budget. In 2016, Judicial Services staff spent approximately 130 hours working on City of Littleton cases at a cost of approximately \$3,700.00. Judicial Services collected \$7,864.00 in supervision fees from clients referred by Littleton. Accepting community service workers from Littleton provides an additional revenue source for Arapahoe County. If the IGA is renewed, it is estimated that in 2017, between \$6,500 and \$9,000 in supervision fees will be collected and deposited in the General Fund.

Concurrence

The City of Littleton would like to renew the IGA.

Attorney Comments

Reviewed By:

Brad Kamby, Judicial Services Division Manager
Don Klemme, Community Resource Department Director
Janet Kennedy, Finance Director
Tiffanie Bleau, Assistant County Attorney

RESOLUTION NO. _____. It was moved by Commissioner _____ and duly seconded by Commissioner _____ to authorize the renewal of the Intergovernmental Agreement between Arapahoe County and the City of Littleton allowing Arapahoe County Judicial Services to continue to provide case management for persons convicted in Littleton Municipal Court who are ordered to perform community service.

The vote was:

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

The Chair declared the motion carried and so ordered.



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: March 10, 2017

To: Board of County Commissioners

From: Todd Weaver, Budget Manager

Subject: 2017 Reappropriation of 2016 Budget

Request and Recommendation

The purpose of this study session is to review the recommended funds to be reappropriated during 2017, as well as the fund amounts to be committed for Board policy reserves. The budget adoption resolution for 2017 gives the County Finance Director the discretion to recommend which items are eligible and appropriate for reappropriation pursuant to County's policies. The recommendations are subject to approval by the Board of County Commissioners. The adopted resolution to reappropriate funds will increase the 2017 appropriations for elected offices and departments, and therefore requires the Board to adopt a resolution at a public hearing, which is currently scheduled for March 21st, 2017. The Finance Department discussed the reappropriation requests during its study session on March 6th, 2017.

Links to Align Arapahoe

The reappropriation process links to the Align Arapahoe objective Fiscal Responsibility. It aligns with this objective by providing a process for the deliberative review and reauthorization of unspent appropriated funds from prior years, so that work on important projects and programs can continue uninterrupted. It also improves the efficiency of departments and elected offices because they do not have to expend the time and resources to formally re-request funds for projects whose lifecycle spans multiple fiscal years.

Background

Reappropriation is the process of reauthorizing spending for funds that were appropriated for the prior year and remain unspent, so that the department or elected office may expend the funds during the current fiscal year. The reappropriation process is limited to certain types of appropriations and funds, as well as to specific circumstances. The County's reappropriation policy specifies that reappropriated funds may be spent only for the original purpose. It also limits the total reappropriation amount for any department, elected office, or any one fund to no greater than the amount of the actual unspent appropriation during the prior fiscal year and/or the available unreserved fund balance.

Certain funds have their entire fund balance reappropriated for the following fiscal year, pursuant to Board policies. Since the year-end fund balance is unknown at the time that the annual budget is adopted, the

available fund balance is appropriated during the County's reappropriation process, when the Finance Department has more information about the remaining year-end balances for each fund.

The most common types of reappropriation are:

- Funds Encumbered for Purchase Orders: Funds that were encumbered by a purchase order during the prior year and remain unspent may be reappropriated for the same purchase order during the following fiscal year for the original purpose.
- Capital Projects: The unspent balance of prior year appropriations for ongoing capital projects.
- Grants: The unspent balance of prior year appropriations for grants that do not also include deferred revenues. Grants with deferred revenue will be brought forward at the 1st Quarter Budget Review.
- Fund Balance: Certain funds are eligible to have a portion or all of its available fund balance reappropriated for the following fiscal year, when appropriate.
- Fixed Assets: Funds appropriated for the purchase of fixed assets during the prior year, that have not been purchased or received, may be reappropriated for the same fixed asset, depending upon review and discussions with the Finance Department.

General Fund Reappropriation Requests			
Elected Office or Department	2016	2017	Variance
Administrative Services	100,000	-	(100,000)
Assessor's Office	-	15,000	15,000
Clerk and Recorder's Office	70,730	318,377	247,647
Communication Services	-	28,908	28,908
Coroner's Office	4,828	150	(4,678)
County Attorney's Office	2,660	306	(2,354)
Facilities and Fleet Management	59,241	13,512	(45,729)
Finance	69,909	88,122	18,213
Information Technology	77,043	93,472	16,429
Department of Strategy and Performance	15,000	-	(15,000)
Public Works and Development	-	44,962	44,962
Sheriff's Office	522,779	875,391	352,612
Treasurer's Office	10,985	16,935	5,950
General Fund Total	\$ 933,175	\$ 1,495,135	\$ 561,960

There have been a few changes since the study session. In the General Fund, there is an increase of \$248,740 in the Sheriff's Office for the Restoring Individuals Safely and Effectively (RISE) Program. In the Sheriff's Commissary Fund, there was a slight increase due to further 2016 revenue being recognized. The Forfeited Property Fund decreased as revenue was reclassified to 2017. The Open Space Shareback accrual entry was posted as well as a change in revenue. One of the Capital projects closed in the Capital Expenditure Fund for a slight reduction. The Infrastructure Fund and Central Services Fund both increased to reflect supplementals that were just approved during the 4th Quarter Budget Review.

Reappropriation Requests for Other Funds

Fund	2016	2017	Variance
Social Services	36,485	87,336	50,851
Electronic Filing Technology Fund	485,396	548,776	63,380
Cash in Lieu Fund	849,258	882,591	33,333
Road and Bridge Fund	972,039	31,911	(940,128)
Conservation Trust Fund	776,228	942,606	166,378
Communication Network Replacement Fund	382,574	406,158	23,584
Sheriff's Commissary Fund	545,241	664,004	118,763
Forfeited Property Fund	429,735	426,718	(3,017)
Open Space Sales and Use Tax Fund	36,176,943	37,704,133	1,527,190
Building Maintenance Fund	192,448	-	(192,448)
Arapahoe County Fair Fund	57,943	93,377	35,434
Capital Expenditure Fund	8,697,781	7,297,926	(1,399,855)
Infrastructure Fund	19,992,393	16,908,314	(3,084,079)
Arapahoe County Recreation District Fund	2,357	-	(2,357)
Central Services Fund	7,009,166	4,349,183	(2,659,983)
Self Insurance Liability Fund	22,902	21,665	(1,237)
Worker's Compensation Fund	338,290	460,982	122,692
Other Funds Total	\$ 76,967,179	\$ 70,825,680	\$ (6,141,499)
All Funds Total	\$ 77,900,354	\$ 72,320,815	\$ (5,579,539)

Discussion

The Finance Department will present the highlights of the recommended 2017 reappropriation requests at the public hearing on March 21st, 2017, and any subsequent discussion will be determined by the Board.

Alternatives

Although this request for reappropriation is in accordance with County policy, the Board of County Commissioners could change or eliminate some of the reappropriation requests.

Fiscal Impact

The recommended reappropriation for all of the County's funds is \$72.3 million, of which \$1.5 million is for the General Fund.

Reviewed By

Janet Kennedy, Finance Director

John Christofferson, Deputy County Attorney

PROPOSED MOTION

I move to adopt/not adopt the two resolutions, as presented, for the supplemental appropriations related to the reappropriation of budgeted funds from 2016 that remained unspent into the 2017 budget and to designate the reserves for specific funds per County policy.

ARAPAHOE COUNTY
NOTICE OF PUBLIC HEARING
PROPOSED BUDGET AMENDMENTS

NOTICE IS HEREBY GIVEN that on, Tuesday, March 21, 2017 at 9:30 a.m., or as soon thereafter as the calendar of the Board of County Commissioners permits, in the East Hearing Room of the County Administration Building, 5334 South Prince Street, Littleton, Colorado, the Board of County Commissioners of Arapahoe County will meet to consider the following proposed budget resolutions:

I.

WHEREAS, the Board of County Commissioners adopted the 2017 Annual Budget pursuant to State Statute; and

WHEREAS, the Board may authorize a department or elected office to use an unspent portion of the prior year's appropriation during the subsequent year for the originally intended purpose, and the most common circumstances include funds that were encumbered but not yet spent, the remaining funds for ongoing projects, and the year-end fund balances of certain funds; and

WHEREAS, the requests to use unspent funds from the prior fiscal year during the current fiscal year have been reviewed by the Finance Department; and

WHEREAS, since appropriation authority expires at the end of each fiscal year, the Board-approved funds must be appropriated again for the subsequent fiscal year so they may be expended; and

WHEREAS, it is the request of the Finance Department, in conjunction with the individual operating departments and elected offices, to reappropriate the funds in accordance with the Arapahoe County Financial Policy 3.4, which also specifies that this reappropriation process be completed each year; and

WHEREAS, this matter has been published pursuant to Section 29-1-106, C.R.S., as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County to authorize the following supplemental appropriations from unappropriated fund balances:

General Fund - \$1,495,135 as follows:

1.... Assessor's Office.....	\$15,000
2.... Clerk and Recorder's Office.....	318,377
3.... Communication Services.....	28,908
4.... Coroner's Office.....	150
5.... County Attorney's Office.....	306
6.... Facilities and Fleet Management.....	13,512
7.... Finance.....	88,122
8.... Information Technology.....	93,472
9.... Public Works and Development.....	44,962
10.. Sheriff's Office.....	875,391
11.. Treasurer's Office.....	16,935

The total for all other funds is \$70,825,680.

Social Services.....	\$87,336
Electronic Filing Technology Fund.....	548,776
Cash in Lieu Fund.....	882,591
Road and Bridge Fund.....	31,911
Conservation Trust Fund.....	942,606
Communication Network Replacement Fund.....	406,158
Sheriff's Commissary Fund.....	664,004
Forfeited Property Fund.....	426,718
Open Space Sales and Use Tax Fund.....	37,704,133
Arapahoe County Fair Fund.....	93,377
Capital Expenditure Fund.....	7,297,926
Infrastructure Fund.....	16,908,314
Central Services Fund.....	4,349,183
Self-Insurance Liability Fund.....	21,665
Worker's Compensation Fund.....	460,982

BE IT FURTHER RESOLVED that the Budget Office shall file a certified copy of this Resolution with the Division of Local Government and with the affected spending agencies.

II.

WHEREAS, the Board of County Commissioners adopted the 2017 Annual Budget pursuant to Statute; and

WHEREAS, Arapahoe County Financial Policy 2.1, approved on October 25, 2016, specifies that the Board of County Commissioners will annually designate from the specific fund's unappropriated fund balance a working capital reserve equal to one-sixth of the current year's initial adopted operating budget for the Road and Bridge Fund and the Arapahoe Law Enforcement Authority Fund, and an amount equal to one-sixth of the County's contribution to the Social Services Fund; and

WHEREAS, the Board of County Commissioners has determined that the General Fund working capital reserve shall be eleven percent (11.0 percent) of the operating expenses within the current year's initial adopted budget;

WHEREAS, these fund balance reserves will be adequate to fund necessary expenditures, including accrued vacation and sick leave; and

WHEREAS, these reserves will be adequate to comply with, and shall include, the fund balance reserve amounts required by Article X, Section 20, of the State Constitution.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County to designate the following fund balance reserve amounts for 2017:

1.	General Fund Working Capital Reserve	\$18,660,295
2.	Road and Bridge Fund Working Capital Reserve	\$2,649,552
3.	Social Services Fund Working Capital Reserve	\$1,846,603
4.	Arapahoe Law Enforcement Authority Fund Working Capital Reserve	\$1,201,267



Board Summary Report

Date: February 14, 2017

To: Board of County Commissioners

Through: Don Klemme, Community Resources Department Director

From: Linda Haley, Housing and Community Development Division Manager

Subject: Community Development Block Grant Annual Plan

Direction/Information:

At a Study Session on February 6, 2016 the BoCC agreed with the 2017 Community Development Block Grant (CDBG) funding recommendations from Housing and Community Development Services (HCDS) staff and directed the HCDS staff to set the 2017 funding recommendations and 2017 Action Plan for a Public Hearing and approval on the Consent Agenda.

Background

The Arapahoe County CDBG program started in 1992 and now operates as an Urban County Consortium, which consists of Deer Trail, Englewood, Glendale, Greenwood Village, Littleton and Sheridan. As an entitlement community, Arapahoe County receives CDBG funds annually from HUD on a formula basis related to our population and demographics, particularly low-to-moderate income residents. In addition to administering the County CDBG Program, Arapahoe County HCDS staff also administers the City of Centennial's CDBG funds, which is designated as a separate entitlement community.

The 2017 CDBG applications were released on September 1, 2016 and due by November 4, 2016. A total of 20 applications were received requesting \$970,771.61 in assistance. Unfortunately, at this time, we do not know the actual 2017 allocation from HUD, but we anticipate receiving funding similar to the 2016 award; therefore, assuming level funding (In 2016, Centennial increased by 2.9% and Arapahoe County decreased by 2.5%), we anticipate receiving funding at, or near, \$1,370,407 for both Centennial and Arapahoe County.

HCDS Staff reviewed, scored and ranked all the applications based on an evaluation matrix that includes components such as reasonable quantifiable goals, measurable community impact, addressing an unmet need, serving low-to-moderate income residents, cost reasonableness and effectiveness, leveraged funds, organizational resources and efficacy, SMART goals, staff experience, past performance, community support and consistency with County goals and priorities, specifically the Five Year Consolidated Plan.

Discussion

Due to the fact that HUD has not released the 2017 CDBG allocations, HCDS staff has prepared funding recommendations assuming level funding based on the 2016 allocations of \$1,048,424 and \$321,983 for Arapahoe County and City of Centennial, respectively.

Each of the participating Urban County jurisdictions receive a portion of the CDBG award as a set-aside allocation. Each jurisdiction is then provided the opportunity to direct their funds to specific projects. The set aside amounts are as follows:

COMMUNITY	ALLOCATION
Deer Trail	\$10,000
Englewood	\$135,000
Glendale	\$20,000
Greenwood Village	\$10,000
Littleton	\$135,000
Sheridan	\$22,500
TOTAL	\$332,500

The CDBG program has spending limits for Administrative Costs (20%) and Public Service Projects (15%), which cannot be exceeded. Based on these restrictions, only 15% of the total CDBG award from HUD may be spent on Public Service Projects, plus 15% of the prior year program income. And, only 20% of the total CDBG award from HUD may be spent on Administrative costs. Based on our agreement with the City of Centennial, a maximum of 18% of the City of Centennial award may be spent on Administrative costs, as opposed to the 20% deducted from the County CDBG award.

The remaining balance after deducting Administrative costs and Public Service projects is available for Public Facility and Public Infrastructure projects (applies to Centennial and County programs). The following table describes the amount of funds available for 2017 based on these restrictions and our estimate of near level funding:

2017 Arapahoe County Entitlement	\$1,048,424
Arapahoe County Administration – 20%	\$209,684.80
Arapahoe County Public Service – 15%	\$157,263.60
Arapahoe County Facilities and Infrastructure	\$681,475.60
Arapahoe County Carryover - Anticipated	\$149,128.73
Arapahoe County Facilities and Infrastructure Total	\$830,604.33
2017 City of Centennial Entitlement	\$321,983
City of Centennial Administration – 18%	\$57,956.94
City of Centennial Public Service – 15%	\$48,297.45
City of Centennial Facilities and Infrastructure	\$215,728.61
City of Centennial Carryover – Anticipated	\$210,752.23
City of Centennial Facilities and Infrastructure Total	\$426,480.84

The following table outlines the 2017 CDBG Applications, including the application request, staff funding recommendation and the project evaluation score, as well as the estimate for 2017 funds available to commit to the various types of projects:

Agency	Project Name	Type	Request	Recommend	Score
Arapahoe County Weatherization	Energy Efficiency Home Improvements	HS	\$ 45,000.00	\$ 45,000.00	65.5
Brothers Redevelopment, Inc.	Housing Rehabilitation	HS	\$ 77,500.00	\$ 50,000.00	60
City of Englewood	Energy Efficient Englewood (E3)	HS	\$ 115,000.00	\$ 115,000.00	61.625
Total Request & Average Score (HS)			\$ 237,500.00	\$ 210,000.00	62.375
City of Centennial	Nob Hill Infrastructure Improvements	PF/PI	\$ 190,728.61	\$ 215,728.61	64.75
City of Littleton	Prentice Avenue Sidewalk	PF/PI	\$ 114,750.00	\$ 114,750.00	64.375
South Metro Housing Options (SMHO)	Elevator Upgrade - Alyson Court	PF/PI	\$ 60,000.00	\$ 60,000.00	55.625
South Metro Housing Options (SMHO)	Security Cameras - Alyson, Amity & Bradley	PF/PI	\$ 30,000.00	\$ 25,000.00	53.375
Total Request & Average Score (PF/PI)			\$ 395,478.61	\$ 415,478.61	60.10
Total Request & Average Score (PF/PI & HS)			\$ 632,978.61	\$ 625,478.61	
Audio Information Network of Colorado	Arapahoe County Audio Information Services	PS	\$ 8,844.00	\$ -	49.375
Big Brothers Big Sisters of Colorado	Mentor2.0 High School Mentoring Program	PS	\$ 30,000.00	\$ 30,000.00	61.375
Brothers Redevelopment, Inc.	Colorado Housing Connects	PS	\$ 30,000.00	\$ -	48.875
Colorado Eviction Defense Center	Homeless Prevention HELP Program	PS	\$ 25,000.00	\$ 10,000.00	50.125
Doctors Care	Connection to Health Coverage and Health Care Initiative	PS	\$ 25,000.00	\$ 20,250.00	66.25
Family Promise of Greater Denver	Family Advocate / Housing Coordinator	PS	\$ 12,000.00	\$ 12,000.00	66.25
Family Tree, Inc.	House of Hope Staffing	PS	\$ 37,649.00	\$ 20,000.00	61.25
Integrated Family Community Services	Homeless Prevention	PS	\$ 35,000.00	\$ 28,000.00	62.25
Project Angel Heart	Home-Delivered Meals	PS	\$ 43,800.00	\$ 43,800.00	70.25
Salvation Army	Emergency Housing Assistance	PS	\$ 25,000.00	\$ -	47.25
Senior Hub	Rural Meals on Wheels	PS	\$ 15,500.00	\$ 15,500.00	65
Sunshine Home Share Colorado	Home Share Expansion Project	PS	\$ 16,000.00	\$ -	39.75
TLC Meals on Wheels	TLC Meals on Wheels	PS	\$ 34,000.00	\$ 34,000.00	67.625
Total Request & Average Score (PS)			\$ 337,793.00	\$ 213,550.00	58.13
TOTAL REQUESTS & TOTAL RECOMMENDED			\$ 970,771.61	\$ 839,028.61	
			GY2016 Award	GY2017 Estimates	
	Centennial 2017 Grant		\$ 321,983.00	\$ 321,983.00	Cent. (+2.9%)
	Administration		\$ 57,956.94	\$ 57,956.94	Admin
	Public Facility and Infrastructure		\$ 215,728.61	\$ 215,728.61	PF/PI
	Public Service		\$ 48,297.45	\$ 48,297.45	PS
	Arapahoe County 2017 Grant		\$ 1,048,424.00	\$ 1,048,424.00	County (-2.5%)
	Administration		\$ 209,684.80	\$ 209,684.80	Admin
	Public Facility and Infrastructure		\$ 681,475.60	\$ 681,475.60	PF/PI
	Public Service		\$ 157,263.60	\$ 157,263.60	PS

Based on these funding recommendations, Arapahoe County and the City of Centennial will award a total of \$839,028.61 of the estimated \$1,102,765.26 in available funds awarded in 2017. Given our estimate of level funding for the 2017 award and our funding recommendations, the balance of 2017 funds would be \$263,736.65, which could be awarded to future projects meeting the needs of the County and participating jurisdictions, and supported/approved by the BOCC.

The set-aside funding requests from Centennial and Urban County Consortium Members are as follows:

Community	Project	Amount
Centennial	Nob Hill Infrastructure Improvements	\$215,728.61 + (Balance of PF/PI Funds)
Centennial	TLC Meals on Wheels	\$34,000
Centennial	Project Angel Heart	\$14,297.45 (Balance of PS Funds)
Englewood	Energy Efficient Englewood (E3)	\$115,000
Englewood	Family Tree House of Hope Staffing	\$20,000
Littleton	Prentice Avenue Sidewalks	\$114,750
Littleton	Doctors Care	\$20,250

*Deer Trail, Glendale, Greenwood Village and Sheridan did not submit applications for 2017 or requests for the use of their set-aside allocations.

Based on the 2017 award estimate and the aforementioned funding recommendations, Arapahoe County will have approximately \$263,736.65 remaining. If the BOCC approves the funding recommendations as presented in this report, the remaining balance will be held in reserve for two identified potential needs. One is for the need in the event of an emergency, such as a fire or flood. However, the majority of the money is being earmarked for the Two-Generation housing project being proposed by Arapahoe County's Human Service Department. HCDS staff has been involved in this project from inception and the Human Service Department is currently searching for a property for acquisition. Once a property is identified, Human Services will submit a CDBG application for funds for acquisition and HCDS staff will present the application to the BoCC.

The Four Projects Not Recommended for Funding, Include:

Audio Information Network of Colorado – Arapahoe County Audio Information Services (\$8,844): This project scored low in the evaluation/scoring matrix with 49.375 points. Staff feels that this program is becoming obsolete given the improvements in technology and other alternative platforms. Audio Information Network did not demonstrate an increased demand for this service in their application and the number of people being served has decreased over the previous years, with marginal performance outcomes that demonstrate a significant benefit of the project.

Brothers Redevelopment – Colorado Housing Connects (\$30,000): Arapahoe County HCDS just filled a new Housing Specialist position, which handles many of the same functions as the Housing Coordinators for Brothers Redevelopment. Because Arapahoe County HCDS now has a dedicated Housing Specialist position, staff would prefer to utilize this position to serve our residents, as opposed to funding Brothers

staff, especially since Brothers Redevelopment has the financial capacity and staffing efficacy to continue providing the Colorado Housing Connects program.

Salvation Army – Emergency Housing Assistance (\$25,000): This project was not recommended for funding due to past poor performance and for duplication of services. Staff has recommended funding Integrated Family Community Services to administer an emergency housing assistance program. Given the limited public service funds available to commit (capped at 15% of the total grant), we do not have the flexibility with funds to award multiple emergency housing assistance projects and we have had good success with Integrated Family Community Services.

Sunshine Home Share Colorado – Home Share Expansion Project (\$16,000): This program was not recommend for funding because there are too many unknowns, regarding program outcomes and logistics. This is a new program and this will be their first year operating in the Denver Metro Area. The agency plans to pair seniors with a home, with seniors looking for housing. The nature of this program, while needed, has the potential to be problematic and staff would like wait to see if the program is a success prior to recommending funding.

Links to Align Arapahoe

CDBG funds link to Align Arapahoe in every compartment. The CDBG funds increase the quality of life for County Residents who may be struggling financially as well as assisting seniors and disabled members in the community.

HOME Funds Update

In addition to CDBG funds, Arapahoe County receives an annual set aside of HOME funds to be used for housing specific projects. The allocation in 2016 was \$541,757. On January 3, 2017 there were changes made to the HOME program that may make timely expenditure more of a challenge in two areas:

1. Annually 15% of our HOME allocation is set aside for a Community Housing Development Organization (CHDO) project. Traditionally Arapahoe County has done larger housing development projects with CHDOs that satisfied multiple years of CHDO commitment requirements. HUD changed the program rules to read that a 15% set aside must be done every program year and that you can no longer do an aggregate project.

The challenge for the County will be that we do not do a large number of CHDO projects, as a CHDO is not the easiest designation to receive and maintain. As a result, if CHDO funds are not committed within 2-years of award, there is a potential that funds may be de-obligated.

2. The second change is that after a 24 month time period, funds obligated to a specific project are no longer able to be moved to another project. If the funds are not able to be spent on that specific project then they will be deobligated. Within the HOME program, the County has 2 years to commit funds and 5 years to expend. In the past, if one project came in under budget after the 2 year mark then the funds would be moved to another project. This will no longer be allowed and may lead to potential HOME deobligations.

Alternatives

The BOCC may recommend an alternative distribution of funds.

Fiscal Impact

These funds are distributed by a funding formula to eligible entities by the Department of Housing and Urban Development.

Concurrence

Attorney Comments

Reviewed By:

Liana Escott, Community Development Administrator
Jeremy Fink, Community Development Administrator
Linda Haley, Housing and Community Development Division Manager
Don Klemme, Community Resources Department Director
Janet Kennedy, Finance Department Director
Tiffanie Bleau, Assistant County Attorney

Resolution # ____ . It was moved by Commissioner _____ and duly seconded by Commissioner _____ at the conclusion of the March 21, 2017 Public Hearing and after opportunity to comment, to approve the 2016 One-Year Action Plan, including the proposed Community Development Block Grant and HOME investment projects, and to authorize submittal of the 2017 One-Year Action Plan to the U.S. Department of Housing and Urban Development.

The vote was: Commissioner Baker, ____; Commissioner Conti, ____; Commissioner Holen, ____; Commissioner Jackson, ____; Commission Sharpe, ____.

The Chair declared the motion carried and so ordered.



Board Summary Report

Date: March 9, 2017

To: Board of County Commissioners

Through: Jan Yeckes, Planning Division Manager

From: Bill Skinner, Senior Planner, Planning Division

Subject: WVR17-005 Brockmann Administrative Filing No. 2 Replat Fee Waiver Request

Request and Recommendation

Irwin and Shelley Cohen have requested a fee waiver for the review and processing of the Brockmann Subdivision Filing No.2 administrative replat. (Case #R16-003). The replat corrected the orientation and location of the lot line between lots 14 and 15 of Brockmann Filing No.1 subdivision to align with property lines associated with the property description depicted on deeds used to transfer ownership of these properties in 1983. The applicant is requesting the fee waiver because the error corrected in the R16-003 plat application has existed since the property was unknowingly illegally subdivided in the 1983, and staff has issued building permits for these properties without verifying the status of the subdivision in the intervening years.

The applicant has submitted the following fees:

R16-003 Administrative Replat:

Planning Review Fee:	\$1,500
Engineering Review Fee:	<u>\$2,000</u>
Total	\$3,500

The Planning and Engineering fee schedules are designed to cover the costs of typical staff review times for various project types. Planning and Engineering staff performed more than the typical amount of work on this administrative replat and recommend denial of the fee waiver request. These applications are usually initiated by a particular party to serve the needs of that particular party. If review fees are waived, the cost of processing an application is shifted from the party receiving the benefit to the larger body of County taxpayers.

Discussion

The BOCC has directed the Public Works Department to recover costs associated with land development review by applying application reviews fees that are commensurate with the amount of activity required to accomplish those reviews and therefore established within the adopted fee schedule. The staff follows that direction, but provides a path for the requestor to seek a fee waiver directly from the BOCC. On occasion the staff may support a fee waiver if unusual circumstances exist, such as an application that requires significantly reduced staff effort to complete the review of an application. This was not the case with the R16-003 application, which required more than the usual amount of staff attention.

The Cohen's letter of justification asserts that, if County staff had informed the Cohens of a need to replat the property in 1983 when they originally realigned the lot line between lots 14 and 15 of the Brockmann Filing No. 1 Subdivision, they would have undertaken a replat at the time. Given the intervening 34 years, the staff has not been able to determine whether verification of proper subdivision was part of the building permit process in 1983.

Staff researched the fee structure in place for an administrative replat in the early 1980s. I am attaching the fee structure adopted by the Board in 1989, which is several years after the Cohens adjusted the property line, but is consistent with the first documentation that a prospective purchaser was advised by the County that platting would be necessary to obtain a building permit. Ms. Cohen was able to obtain documentation that a neighbor interested in purchasing the property in 1993 was advised at that time that the County's fees for replatting would have been \$408. Ms. Cohen estimated the cost of platting would likely have been less than \$200 in 1983, but that documentation is not available.

1989 Administrative Replat review fee:

Planning Review Fee:	\$288
Engineering Review Fee:	<u>\$120</u>
Total	\$408
	(\$994.76 in 2017 dollars adjusted for consumer prices index form 1983)

Links to Align Arapahoe

Fiscal Responsibility – The Administrative Replat is a relatively simple land use process and has a fee reflecting its relative simplicity. The review and processing of the R16-003 Administrative Replat involved a much larger staff time commitment than a typical Administrative Replat.

The Public Works and Development Department staff typically receive a few fee waiver requests per year. While infrequent, they require preparing staff reports and scheduling time on the BOCC agenda, which does not advance the goal of increasing government efficiencies.

Alternatives

The Board of County Commissioners has several alternatives including the following:

1. Approve the request to waive the \$3,500 in Planning and Engineering review fees; this amount would be refunded to the applicants.
2. Approve a reduction in Planning and/or Engineering review fees to the 1989 fee of \$408 (\$288 for Planning fees and \$120 for Engineering fees), granting a partial waiver of fees in the amount of \$3,092.
3. Approve a reduction in Planning and/or Engineering review fees in a different amount than the original request, authorizing a partial refund of fees
4. Deny the request to waive or reduce the Planning and Engineering review fees.
5. Continue this case for further discussion.

Fiscal Impact

Loss of fees based on the difference between the standard review fees and the reduced rate is \$3,500.
No detailed cost analysis or policy analysis has been done to establish a policy for waiving fees.

Reviewed By:

Jason Reynolds, Current Planning Program Manager

Jan Yeckes, Planning Division Manager

Dave Schmit, Director of Public Works and Development

Todd Weaver, Budget Manager, Finance Department

Bob Hill, Senior Assistant County Attorney

BOARD OF COUNTY COMMISSIONER HEARING DRAFT MOTIONS for WVR17-005:

Denial:

(This motion is consistent with the staff recommendation):

In the case of WVR17-005, Irwin and Shelley Cohen - Request for Waiver of Fees associated with an Administrative Replat, we have read the Board Summary Report and received testimony at the regularly scheduled public meeting of the Board on March 21, 2017. We do not find ourselves in agreement with the applicants' request and deny the fee waiver request.

Approval:

(This motion is not consistent with the staff recommendation):

In the case of WVR17-005, Irwin and Shelley Cohen - Request for Waiver of Fees associated with an Administrative Replat, we have read the Board Summary Report and received testimony at the regularly scheduled public meeting of the Board on March 21, 2017. We find ourselves in agreement with the applicants' request and approve a fee waiver of \$3,500.

Approval with modifications:

(This motion is not consistent with the staff recommendation):

In the case of WVR17-005, Irwin and Shelley Cohen - Request for Waiver of Fees associated with an Administrative Replat, we have read the Board Summary Report and received testimony at the regularly scheduled public meeting of the Board on March 21, 2017. We approval a partial fee waiver of (specify amount) .

July, 2016

To the Board of County Commissioners:

My husband, Irwin Cohen, and I purchased 2 lots, 14 and 15, in the Brockman Subdivision of Mountain View Gardens in 1983. We used a portion of lot 15 in order to preserve the 60+ year old Cottonwood trees that were on lot 14 and still maintain the needed setbacks for our home. We were careful to abide by the County rule of ¼ acre lot for the R1 designation of lot 15. In fact, we had the sale of the property negotiated by a realtor, Ken Simon, had a title company, surveyors, and even a lawyer check to be sure everything was in order with Arapahoe County before we sold the newly drawn lot 15 in September, 1983. We were assured that all was in order. It was not until 2012, when I asked the County why we received 2 tax bills for our property that I was told that the platting was not done according to County rules. Honestly, I did not know what a plat was, and the County said it would send out one billing to us, so I didn't pursue the matter. In the meantime, Jay and Penny Smith, who owned lot 15, sold the lot to Jeff and Sandy Foster in about 2005. Once the economy recovered from the recession, Mr. Foster wanted to sell the property but was told it needed to be platted. Unbeknownst to us at the time, our late neighbor, Mark Miklin, of Miklin Construction, looked at buying lot 15. Ken Simon was a friend of Mark's, and Ken happened to have old papers dating back to 1993 when Mark applied to the County. At that time, it was noted that the platting would have been \$408, but Mark did not pursue the purchase. No one from the County in any department, nor our neighbors, mentioned the platting as an issue until this year.

My husband and I have met with Planning and other departments on 2 occasions, including once with the County Attorney. We brought our neighbor, Richard Baur, who was the surveyor for Denver County for over 20 years, to one of the sessions. A similar case to ours was "grandfathered in" in Denver. In all fairness, we feel that the fees for this platting should be waived. In 1983, the cost of the platting would likely have been less than \$200. We had already done all the legal necessities back then. Now we are paying for another surveying of both lots and the need for some kind of title report. I feel that the County has a responsibility here as well, dating back as far as 1983 and continuing over these past 33 years!

We hope that you, the BOCC, will be sympathetic to our situation. We plan to live in our house as long as possible and maybe even pass it down to the next generation in our family. We also want to expedite Mr. Foster's project. Please consider a waiver of the fees for the plat on our property.

Sincerely yours,

Rochelle Dworet Cohen

1849 S Xenia Ct

303-898-5259

Effective Date: 1-1-89

Attachment 1

Approved Combined Fees

	<u>Planning</u>	<u>Engineering</u>	<u>Total (1)</u>
Zoning/PUD Amend.	830	445+63 \sqrt{X}	1275+63 \sqrt{X}
Preliminary Plat	550	660+75 \sqrt{X}	1210+75 \sqrt{X}
Final Plat or Replat or Final Development Plan	550	1100+75 \sqrt{X}	1650+75 \sqrt{X}
Final Plat and Final Development Plan	550	1340+110 \sqrt{X}	1890+110 \sqrt{X}
Replat and Final Development Plan	550	1340+110 \sqrt{X}	1890+110 \sqrt{X}
Administrative Amend.	288	120	408
Administrative Resubdivision	288	120	408
Location and Extent	504	660	1164
Service Plan	424	335	759
Vacation of R.O.W. or Easements	264	175	439
Subdivision Exemption	336	195	531
Board of Adjustment			
- Referrals to Engineering	N/A	430	430 (2)
- Referrals to Planning	300	N/A	300 (2)
Use by Special	232	None	232
Area of State Inter't	192	None	192

X = application land area, in acres

(1) Collected by Planning at the time of land use application, unless otherwise noted.

(2) Collected by the Building Department prior to the Board of Adjustment hearing.



Public Works and Development
6924 S Lima St., Centennial, CO 80112
Phone: 720-874-6650 FAX: 720-874-6611
www.arapahoegov.com

Case No. **WYR17-005**

WAIVER REQUEST

Submit this form with the Letter of Intent several days prior to a formal application
Do not submit any formal application to the Planning Department until this form is signed by the entire staff!

Include a detailed letter explaining the rationale for waiver request.

A separate process is required for Engineering Related Waiver Requests – Contact Engineering Services for Information.

Type of Request	<input type="checkbox"/> PRESUBMITTAL MEETING	<input checked="" type="checkbox"/> FEE	<input type="checkbox"/> OTHER - Please Explain		
Applicant:	Shelley & Irwin Cohen	Phone:	303-898-5259	Date:	3/8/2017
Name of Project/Case: Brockman Admin Replat #2		Parcel 1973-21-4-08-010 & 1973-21-4-08-008			
Related Case Numbers: R16-003		Building Permit Number: N/A			
STAFF RECOMMENDATION:					
PLANNER SIGNATURE: <u>W. Skinner</u> DATE <u>3.8.17</u> <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL					
COMMENTS: Property owner is requesting a waiver of fees for the Brockman Filing No.2 Administrative Replat. The case manager is inclined to support the request based on the issuance of a building permit in 1984 without verification of proper subdivision at that time, and the applicant's assertion that they were not made aware of the need to subdivide at that time.					
PLANNING MANAGER SIGNATURE: <u>J. Smith</u> DATE <u>3/8/17</u> <input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DENIAL					
COMMENTS: Although Cohens sold property to Jay W Smith on 10/20/83, Subdivision Confirmation may not have been part of the building permit process at the time. If the 1984 building permit did not correctly label the subdivision issue, it could be argued					
ENGINEER SIGNATURE: <u>Spencer M. Little</u> DATE <u>3/8/17</u> <input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DENIAL					
COMMENTS: that the building permit applicant should have highlighted the issue.					
ENGINEERING DIV. MGR. SIGNATURE: <u>M. P.</u> DATE <u>3/9/17</u> <input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DENIAL					
COMMENTS: Staff has spent considerable time on this property even hiring an eng to analyze drawing					
PLANNING DIV. MGR. SIGNATURE: <u>Jan Yickles</u> DATE <u>03/09/2017</u> <input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DENIAL					
COMMENTS: OK to schedule for BOCC consideration. Staff is unable to support request due to time and added cost to consult with a drainage engineer not reflected in fees. (Recommendation to BOCC)					

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

WHEREAS, a request for a Fee Waiver for Brokmann Subdivision Filing No. 2 Administrative Replat (WVR17-005) has been made by Irwin and Shelley Cohen, Owners; and

WHEREAS, this request for a fee waiver has been reviewed by the Planning Division Case Manager and a recommendation of denying said fee waiver request has been made.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby approves Irwin and Shelley Cohen's request for a fee waiver (Case No. WVR17-005) in the amount of \$_____ from the total cost of the County's fees for processing an administrative replat application.

The vote was:

Commissioner Baker, __ Commissioner Conte, __; Commissioner Holen, __; Commissioner Jackson, __; Commissioner Sharpe, __.

The Chair declared the motion carried and so ordered.

CERTIFICATE OF DEDICATION AND OWNERSHIP

THE UNDERSIGNED CERTIFIES TO AND FOR THE BENEFIT OF THE BOARD OF COUNTY COMMISSIONER'S OF ARAPAHOE COUNTY, THAT AS OF THE DATE SET FORTH BELOW AND THE DATE OF RECORDING OF THIS DOCUMENT, THE UNDERSIGNED CONSTITUTES ALL OF THE OWNERS OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAT, THAT THE UNDERSIGNED HAVE GOOD RIGHT AND FULL POWER TO CONVEY, ENCUMBER AND SUBDIVIDE SAME, AND THAT THE PROPERTY IS FREE AND CLEAR OF ALL LIENS, ENCUMBRANCES, EASEMENTS AND RIGHTS-OF-WAY EXCEPT THE EASEMENTS AND RIGHTS-OF-WAY DEPICTED ON THIS PLAT, AND THE LIENS HELD BY OTHER SIGNATORIES TO THIS DOCUMENT, IN THE EVENT OF A DEFECT OF SAID TITLE WHICH BREACHES THE WARRANTIES IN THIS CERTIFICATE, THE UNDERSIGNED, JOINTLY AND SEVERALLY, AGREE(S) TO REMEDY SUCH DEFECT UPON DEMAND BY ARAPAHOE COUNTY, WHICH REMEDY SHALL BE DEEMED EXCLUSIVE. KNOW ALL MEN BY THESE PRESENTS, THAT IRWIN M COHEN AND ROCHELLE D. COHEN AND JEFFREY G. FOSTER AND SANDRA K. FOSTER BEING THE OWNER(S) MORTGAGEE, OR LIEN HOLDERS OF CERTAIN LANDS IN ARAPAHOE COUNTY, COLORADO, DESCRIBED AS FOLLOWS:

LEGAL DESCRIPTION

PARCEL A:

LOT 14 AND LOT 15, BLOCK 1, BROCKMANN SUBDIVISION, COUNTY OF ARAPAHOE, STATE OF COLORADO, EXCEPT THAT PART OF LOT 15, BLOCK 1, BEING IN THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 4 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21, THENCE ALONG THE BOUNDARY OF THE ABOVE PLAT THE FOLLOWING 3 COURSES: 1) NORTH 00°34'05" WEST ALONG THE EAST LINE OF SAID SECTION 21, A DISTANCE OF 335.00 FEET TO THE ANGLE POINT IN THE NORTHERLY PLAT BOUNDARY; 2) THENCE NORTH 45°59'35" WEST ALONG SAID NORTHERLY LINE, A DISTANCE OF 338.80 FEET TO THE NORTHERLY MOST BOUNDARY CORNER OF THE ABOVE PLAT; 3) THENCE CONTINUING ALONG SAID BOUNDARY LINE SOUTH 44°12'57" WEST, A DISTANCE OF 20.00 FEET TO THE NORTHERLY MOST CORNER OF LOT 15, SAID POINT BEING THE TRUE POINT OF BEGINNING; THENCE SOUTH 44°12'57" WEST ALONG THE WESTERLY LINE OF LOT 15, A DISTANCE OF 130.00 FEET TO THE COMMON CORNER OF LOT 13 AND LOT 15; THENCE DEPARTING SAID WESTERLY LINE SOUTH 65°03'52" EAST, ALONG THE SOUTHERLY LINE OF LOT 15, A DISTANCE OF 120.58 FEET; THENCE ALONG THE FOLLOWING 2 COURSES: 1) NORTH 24°56'08" EAST, A DISTANCE OF 31.41 FEET; 2) THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 87.68 FEET TO A POINT ON THE NORTHERLY LINE OF LOT 15; THENCE NORTH 45°59'35" WEST ALONG SAID NORTHERLY LINE, A DISTANCE OF 166.29 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL CONTAINS 21,911.84 SQ. FT. MORE OR LESS

PARCEL B:

THAT PART OF LOT 15, BLOCK 1, BROCKMANN SUBDIVISION, COUNTY OF ARAPAHOE, STATE OF COLORADO, BEING IN THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 4 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21, THENCE ALONG THE BOUNDARY OF THE ABOVE PLAT THE FOLLOWING 3 COURSES: 1) NORTH 00°34'05" WEST ALONG THE EAST LINE OF SAID SECTION 21, A DISTANCE OF 335.00 FEET TO THE ANGLE POINT IN THE NORTHERLY PLAT BOUNDARY; 2) THENCE NORTH 45°59'35" WEST ALONG SAID NORTHERLY LINE, A DISTANCE OF 338.80 FEET TO THE NORTHERLY MOST BOUNDARY CORNER OF THE ABOVE PLAT; 3) THENCE CONTINUING ALONG SAID BOUNDARY LINE SOUTH 44°12'57" WEST, A DISTANCE OF 20.00 FEET TO THE NORTHERLY MOST CORNER OF LOT 15, SAID POINT BEING THE TRUE POINT OF BEGINNING; THENCE SOUTH 44°12'57" WEST ALONG THE WESTERLY LINE OF LOT 15, A DISTANCE OF 130.00 FEET TO THE COMMON CORNER OF LOT 13 AND LOT 15; THENCE DEPARTING SAID WESTERLY LINE SOUTH 65°03'52" EAST, ALONG THE SOUTHERLY LINE OF LOT 15, A DISTANCE OF 120.58 FEET; THENCE ALONG THE FOLLOWING 2 COURSES: 1) NORTH 24°56'08" EAST, A DISTANCE OF 31.41 FEET; 2) THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 87.68 FEET TO A POINT ON THE NORTHERLY LINE OF LOT 15; THENCE NORTH 45°59'35" WEST ALONG SAID NORTHERLY LINE, A DISTANCE OF 166.29 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL CONTAINS 13,689.84 SQ. FT. MORE OR LESS

HAVE BY THESE PRESENTS LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO LOT 1 AND 2, BLOCK 1 AS SHOWN ON THIS PLAT, UNDER THE NAME AND STYLE OF BROCKMANN SUBDIVISION FILING NO. 2 AND DO HEREBY DEDICATE AND CONVEY TO ARAPAHOE COUNTY, COLORADO, AND WARRANTS TITLE TO SAME, FOR THE USE OF THE PUBLIC, THE STREETS AND OTHER PUBLIC WAYS AND LANDS SHOWN HEREON, AND DO HEREBY DEDICATE TO ARAPAHOE COUNTY, COLORADO, AND APPROPRIATE UTILITY COMPANIES AND EMERGENCY ASSISTANCE ENTITIES, THE EASEMENTS AS SHOWN HEREON FOR THE PURPOSES STATED.

OWNER OF RECORD-PARCEL A

Irwin M. Cohen 12/06/16 Rochelle D. Cohen 12/6/2016
IRWIN M. COHEN DATE ROCHELLE D. COHEN DATE

STATE OF COLORADO)
COUNTY OF ARAPAHOE)

THE FOREGOING CERTIFICATION OF DEDICATION AND OWNERSHIP WAS
ACKNOWLEDGED BEFORE ME THIS 4th DAY OF December A.D., 20 16
BY IRWIN M. COHEN & ROCHELLE D. COHEN AS OWNERS

BY Jessie L. Maulik
NOTARY PUBLIC

WITNESS MY HAND AND SEAL

6924 S Lima St MY COMMISSION EXPIRES 8-4-17
ADDRESS
Centennial, CO 80112
CITY STATE ZIP CODE

OWNER OF RECORD-PARCEL B

Jeffrey G Foster 11/23/16 Sandra K Foster 11/23/16
JEFFREY G FOSTER DATE SANDRA K FOSTER DATE

STATE OF COLORADO)
COUNTY OF ARAPAHOE)

THE FOREGOING CERTIFICATION OF DEDICATION AND OWNERSHIP WAS
ACKNOWLEDGED BEFORE ME THIS 28th DAY OF November A.D., 20 16
BY JEFFREY G. FOSTER & SANDRA K. FOSTER AS OWNERS

BY Deb D Bea
NOTARY PUBLIC

WITNESS MY HAND AND SEAL

6924 S Lima St MY COMMISSION EXPIRES 10/31/17
ADDRESS
Englewood, CO 80112
CITY STATE ZIP CODE

CASE NUMBER: R16-003

BROCKMANN SUBDIVISION, FILING NO. 2

A REPLAT OF LOTS 14 & 15, BLOCK 1 OF BROCKMANN SUBDIVISION
LOCATED IN THE SE 1/4 OF SECTION 21, T4S, R67W OF THE 6TH P.M.
COUNTY OF ARAPAHOE, STATE OF COLORADO

SHEET 1 OF 2

STANDARD NOTES

THE OWNERS(S), DEVELOPER(S) AND/OR SUBDIVIDER(S) OF THE REPLAT KNOWN AS BROCKMANN SUBDIVISION FILING NO. 2, THEIR RESPECTIVE SUCCESSORS, HEIRS AND/OR ASSIGNS AGREE TO THE FOLLOWING NOTES:

STREET MAINTENANCE

IT IS MUTUALLY UNDERSTOOD AND AGREED THAT THE DEDICATED ROADWAYS SHOWN ON THIS PLAT/PLAN WILL NOT BE MAINTAINED BY THE COUNTY UNTIL AND UNLESS THE STREETS ARE CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS IN EFFECT AT THE DATE CONSTRUCTION PLANS ARE APPROVED, AND PROVIDED CONSTRUCTION OF SAID ROADWAYS IS STARTED WITHIN ONE YEAR OF THE CONSTRUCTION PLAN APPROVAL. THE OWNERS, DEVELOPERS AND/OR SUBDIVIDERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL BE RESPONSIBLE FOR STREET MAINTENANCE UNTIL SUCH TIME AS THE COUNTY ACCEPTS THE RESPONSIBILITY FOR MAINTENANCE AS STATED ABOVE.

LANDSCAPE MAINTENANCE

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNER(S), HOMEOWNER'S ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF PERIMETER FENCING, LANDSCAPED AREAS AND SIDEWALKS BETWEEN THE FENCE LINE/PROPERTY LINE AND ANY PAVED ROADWAYS.

THE OWNERS OF THIS SUBDIVISION, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, OR SOME OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, AGREE TO THE RESPONSIBILITY OF MAINTAINING ALL OTHER OPEN SPACE AREAS ASSOCIATED WITH THIS DEVELOPMENT.

SIGHT TRIANGLE MAINTENANCE

THE OWNERS OF PRIVATE PROPERTY CONTAINING A TRAFFIC SIGHT TRIANGLE ARE PROHIBITED FROM ERECTING OR GROWING ANY OBSTRUCTIONS OVER THREE FEET IN HEIGHT ABOVE THE ELEVATION OF THE LOWEST POINT ON THE CROWN OF THE ADJACENT ROADWAY WITHIN SAID TRIANGLE.

PUBLIC IMPROVEMENTS NOTE

AFTER FINAL DEVELOPMENT PLAN/FINAL PLAT APPROVAL, ISSUANCE OF INDIVIDUAL BUILDING PERMITS WILL BE SUBJECT TO THE FOLLOWING STIPULATIONS AND/OR CONDITIONS PRECEDENT, WHICH OWNER AGREES TO IN CONJUNCTION WITH APPROVAL OF THE FINAL DEVELOPMENT PLAN AND/OR FINAL PLAT. SUCH BUILDING PERMITS WILL BE ISSUED ONLY AFTER THE OWNERS GUARANTEE PUBLIC IMPROVEMENTS IN A FORM ACCEPTABLE TO THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO STATE STATUTE.

DRAINAGE MASTER PLAN NOTE

THE POLICY OF THE COUNTY REQUIRES THAT ALL NEW DEVELOPMENT AND REDEVELOPMENT SHALL PARTICIPATE IN THE REQUIRED DRAINAGE IMPROVEMENTS AS SET FORTH BELOW:

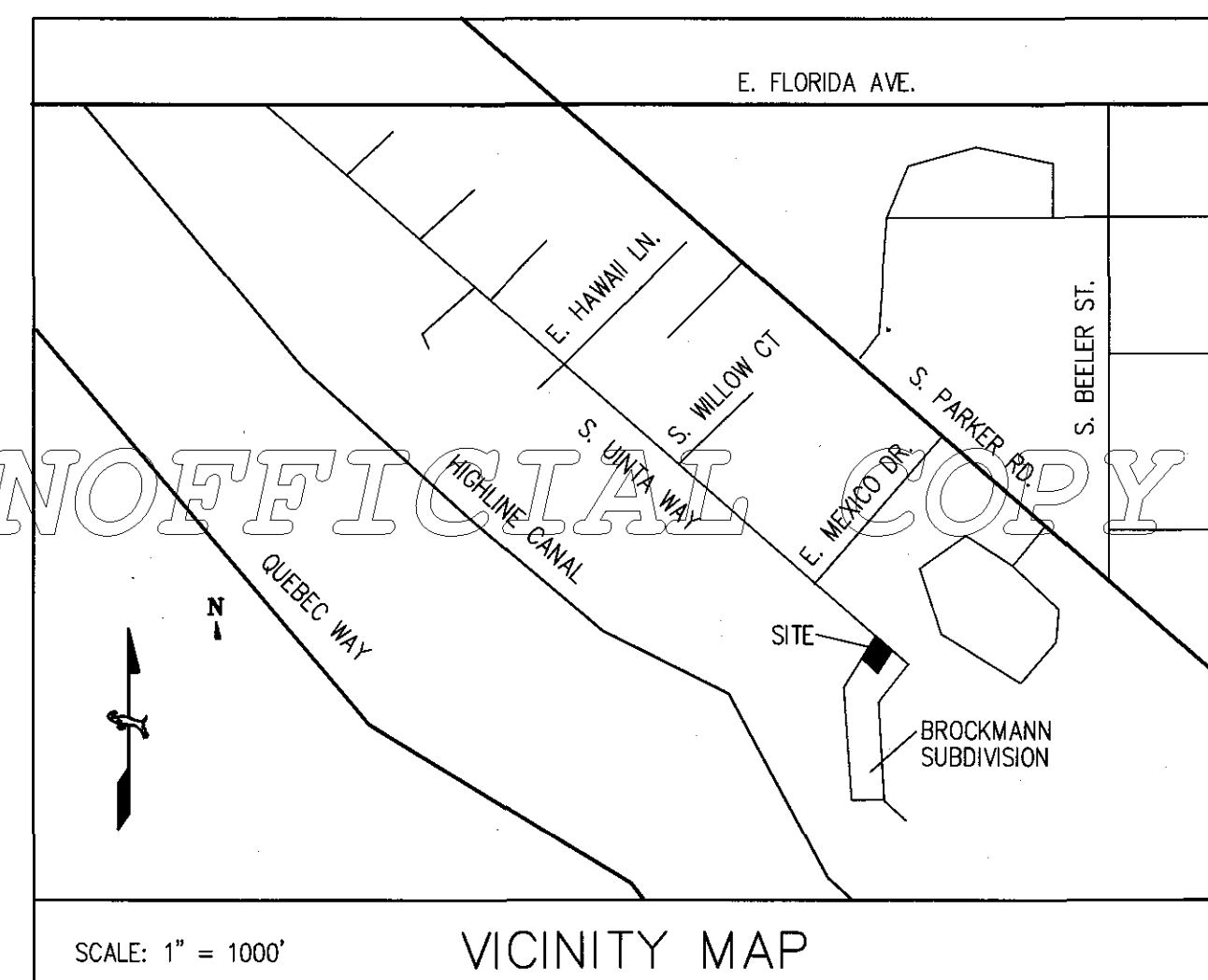
- DESIGN AND CONSTRUCT THE LOCAL DRAINAGE SYSTEM AS DEFINED BY THE PHASE III DRAINAGE REPORT AND PLAN.
- DESIGN AND CONSTRUCT THE CONNECTION OF THE SUBDIVISION DRAINAGE SYSTEM TO A DRAINAGE WAY OF ESTABLISHED CONVEYANCE CAPACITY SUCH AS A MASTER PLANNED OUTFALL STORM SEWER OR MASTER PLANNED MAJOR DRAINAGEWAY. THE COUNTY WILL REQUIRE THAT THE CONNECTION OF THE MINOR AND MAJOR SYSTEMS PROVIDE CAPACITY TO CONVEY ONLY THOSE FLOWS (INCLUDING OFFSITE FLOWS) LEAVING THE SPECIFIC DEVELOPMENT SITE. TO MINIMIZE OVERALL CAPITAL COSTS, THE COUNTY ENCOURAGES ADJACENT DEVELOPMENTS TO JOIN IN DESIGNING AND CONSTRUCTING CONNECTION SYSTEMS. ALSO, THE COUNTY MAY CHOOSE TO PARTICIPATE WITH A DEVELOPER IN THE DESIGN AND CONSTRUCTION OF THE CONNECTION SYSTEM.
- EQUITABLE PARTICIPATION IN THE DESIGN AND CONSTRUCTION OF THE MAJOR DRAINAGE WAY SYSTEM THAT SERVES THE DEVELOPMENT AS DEFINED BY ADOPTED MASTER DRAINAGE WAY PLANS (SECTION 3.4 OF THE ARAPAHOE COUNTY STORMWATER MANAGEMENT MANUAL) OR AS REQUIRED BY THE COUNTY AND DESIGNATED IN THE PHASE III DRAINAGE REPORT.

EMERGENCY ACCESS NOTE

EMERGENCY ACCESS IS GRANTED HEREWITH OVER AND ACROSS ALL PAVED AREAS FOR POLICE, FIRE AND EMERGENCY VEHICLES.

DRIVES, PARKING AREAS AND UTILITY EASEMENTS MAINTENANCE

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNERS(S), HOMEOWNERS ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF ANY AND ALL DRIVES, PARKING AREAS AND EASEMENTS, I.E.: CROSS ACCESS EASEMENTS, DRAINAGE EASEMENTS, ETC.



FLOOD NOTE

FEDERAL EMERGENCY MANAGEMENT MAP NO. 08005C0167K
BY VISUAL INSPECTION THE PROPERTY FALLS IN ZONE X

GENERAL NOTES

- NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE (3) YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN (10) YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- BASIS OF BEARINGS: BEARINGS ARE BASED ON THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 4 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN AS BEARING NORTH 00 DEGREES 34 MINUTES 05 SECONDS, WEST AS SHOWN ON THIS PLAT. THE EAST QUARTER CORNER OF SAID SECTION 21 IS MONUMENTED BY A 2" ALUMINUM CAP IN A MONUMENT BOX, STAMPED: PLS 20683 AND THE SOUTHEAST CORNER OF SAID SECTION 21 MONUMENTED BY A 3-1/4" ALUMINUM CAP, STAMPED: LS 24968.
- NO OFFSET MONUMENTS ARE TO BE SET IN CONJUNCTION WITH THIS PLAT.
- ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, OF THE COLORADO REVISED STATUTES.

SURVEYING CERTIFICATE

I, DAN R. GRIGGS, A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION ON OCTOBER 10 2016 AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

DAN R. GRIGGS, PLS No. 38018
2133 S. BELLAIRE ST., #14
DENVER, CO 80222



BOARD OF THE COUNTY COMMISSIONERS APPROVAL

APPROVED BY ARAPAHOE COUNTY BOARD OF COMMISSIONERS,

THIS 6th DAY OF December A.D., 20 16

CHAIR: Manly G. Doty

ATTEST: Jessie L. Maulik

RECORDERS CERTIFICATE

THIS PLAN OR PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF ARAPAHOE COUNTY

AT 7:45 (A.M.) ON THE 8th DAY OF December A.D., 20 16

IN BOOK 496, PAGE 44-45 MAP, RECEPTION No. D6141641

Matt Crane
COUNTY CLERK AND RECORDER

BY Patricia Flanagan
DEPUTY

UNLESS SIGNED, SEALED AND DATED THIS IS A PRELIMINARY PLAT.

CONTRACT SURVEYORS, LTD.

COMPLETE SURVEYING AND GLOBAL POSITIONING

2133 SOUTH BELLAIRE STREET #14
DENVER COLORADO 80222
(303) 756-3695

DRAWN BY: WEA	BROCKMANN SUBDIVISION FILING NO. 2	CLIENT NO.
DATE 7/13/16	1849 S. XENIA COURT ARAPAHOE COUNTY, CO.	C.S.L. JOB NO. 16047
REVISED 11/8/2016	FOR: IRWIN & ROCHELLE COHEN	SURVEY DATE 6/23/2016
SCALE:	SE1/4 SEC. 21, T4S, R67W, 6TH P.M.	PAGE 1 OF 2

496-44

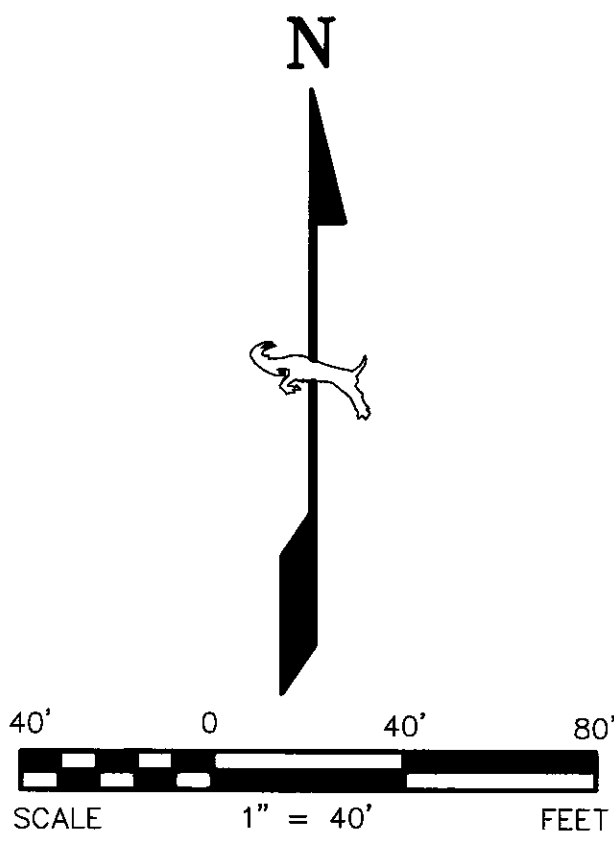
1/2

BROCKMANN SUBDIVISION, FILING NO. 2

A REPLAT OF LOTS 14 & 15, BLOCK 1 OF BROCKMANN SUBDIVISION
LOCATED IN THE SE 1/4 OF SECTION 21, T4S, R67W OF THE 6TH P.M.
COUNTY OF ARAPHOE, STATE OF COLORADO
SHEET 2 OF 2

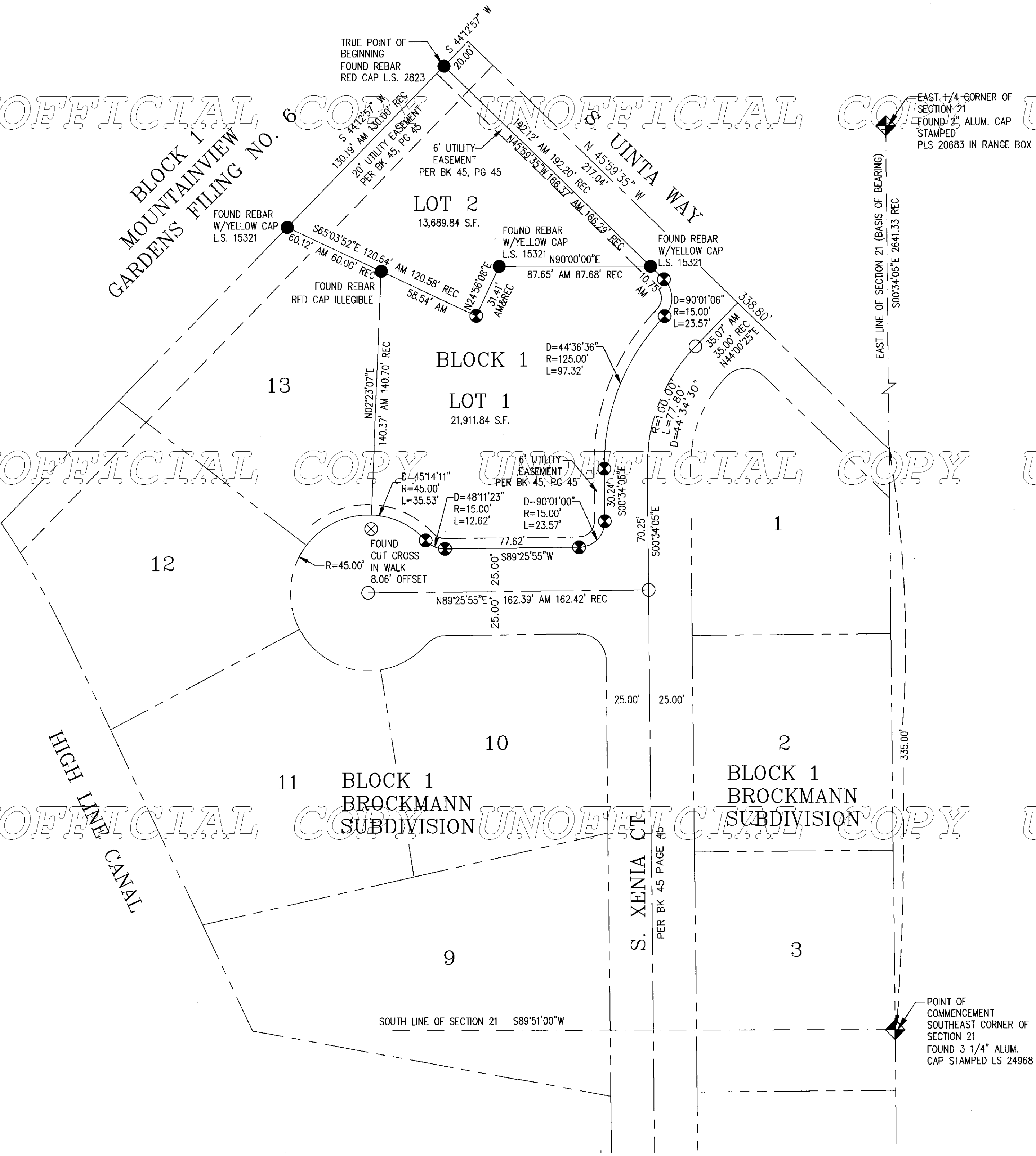
LEGEND

PROPERTY LINE
EXISTING EASEMENT
SET PROPERTY CORNER
18" REBAR WITH BLUE
PLASTIC CAP STAMPED
"GRIGGS" PLS# 38018
FOUND COUNTY RANGE
POINT IN RANGE BOX
FOUND SURVEY MONUMENT
AS MARKED
FOUND CROSS
AS MEASURED



NOTES

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY
CONTRACT SURVEYORS, LTD. TO DETERMINE OWNERSHIP OR
EASEMENTS OF RECORD. FOR ALL INFORMATION REGARDING
EASEMENTS, RIGHTS-OF-WAY, AND TITLE OF RECORD
CONTRACT SURVEYORS LTD. RELIED UPON THE OFFICIAL PLAT
RECORDED AT THE COUNTY OF ARAPHOE CLERK AND
RECORDER'S OFFICE.
ALL DIMENSIONS AS SHOWN HEREON ARE U.S. SURVEY FEET.
ONE U.S. SURVEY FOOT IS DEFINED AS 1200/3937 METER EXACTLY



CONTRACT SURVEYORS, LTD.
COMPLETE SURVEYING AND GLOBAL POSITIONING

2133 SOUTH BELLAIRE STREET #14
DENVER COLORADO 80222
(303) 756-3695

DRAWN BY: W.E.A.	BROCKMANN SUBDIVISION FILING NO. 2	CLIENT NO.
DATE: 7/13/16	1849 S. XENIA COURT ARAPHOE COUNTY, CO.	C.S.L. JOB NO. 16047
REVISED: 10/7/2016	FOR: IRWIN & ROCHELLE COHEN	SURVEY DATE 6/23/2016
SCALE: 1"=40'	SE 1/4 SEC. 21, T4S, R67W, 6TH P.M.	SHEET 2 OF 2

496-45 2/2 40/jhr