



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

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

Public Meeting
August 13, 2019
9:30 AM

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

AGENDA

1. OPENING

1.a. CALL TO ORDER

Arapahoe County Board of County Commissioners

1.b. INTRODUCTION

Ron Carl, County Attorney

Joleen Sanchez, Clerk to the Board Administrator

1.c. ROLL CALL

1.d. PLEDGE OF ALLEGIANCE

2. MODIFICATION TO THE AGENDA

3. ADOPTION OF THE AGENDA

4. CITIZEN COMMENT PERIOD

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

5. APPROVAL OF THE MINUTES

5.a. BOCC Public Meeting Minutes: July 9, 2019

Documents:

5.b. **BOCC Public Meeting Minutes: July 23, 2019**

Documents:

[BOCC PUBLIC MEETING MINUTES 07-23-2019.PDF](#)

6. **CONSENT AGENDA**

6.a. **Appointment to Planning Commission**

Adoption of a resolution to appoint Rod Brockelman as a member to the Planning Commission

Cecilia Zapata, Administrative Staff Supervisor, Board of County Commissioners Administration

John Christofferson, Deputy County Attorney

Documents:

[2019 BSR_PLANNING COMMISSION_APPOINTMENT.DOC](#)

6.b. **Extension of Agreement for Services with K&H for Election Ballot Printing**

Adoption of a resolution for the Chair of the Board of County Commissioners to sign an extension of the Agreement for Services with K&H Printer-Lithographers, Inc. (dba K&H Election Services) through June 2021 for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County

Joan Lopez, Clerk and Recorder

Marissa Chamberlain, Acting Deputy Director of Elections, Clerk and Recorder's Office

Keith Ashby, Purchasing Manager, Finance

Monica Kovaci, Senior Assistant County Attorney

Documents:

[2019 CONSENT AGENDA BSR FOR EXTENSION OF AGREEMENT WITH K AND H.DOC](#)

[2019 RESOLUTION EXTENSION OF AGREEMENT FOR SERVICES KH ELECTION SERVICES.DOCX](#)

6.c. **Uniform Business Personal Property Exemption - 2019**

Adoption of a resolution to enact an increase in the uniform exemption from taxation upon business personal property to cause the first twenty thousand dollars (\$20,000.00) in actual value of personal property listed on a single personal property schedule to be exempt from the levy and collection of property tax for all businesses located in Arapahoe County for those taxes levied by the Board of County Commissioners of Arapahoe County for the Arapahoe County Budget, for the Arapahoe Law Enforcement Authority Budget, for the Arapahoe County Recreation District Budget, and for the Arapahoe County Water and Wastewater Public Improvement District Budget for tax year 2019, to be collected in calendar year 2020

PK Kaiser, Assessor

Robin Molliconi, Administration Supervisor, Assessor's Office

Ben Swartzendruber, Assistant County Attorney

Documents:

2019 BSR CONSENT AGENDA_PERS PROP EXEMPT 20K.DOC
RESO RE 2019 BUSINESS PERSONAL PROPERTY EXEMPTION.DOC

7. GENERAL BUSINESS ITEMS

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

8. 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.*

**MINUTES OF THE ARAPAHOE COUNTY
BOARD OF COUNTY COMMISSIONERS
TUESDAY, JULY 9, 2019**

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

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

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

CALL TO ORDER

Commissioner Baker called the meeting to order.

INTRODUCTIONS

ROLL CALL

PLEDGE OF ALLEGIANCE

MODIFICATION(S) TO THE AGENDA

Deputy County Attorney John Christofferson said that Consent Agenda Item 6.b is modified to include the updated 2019 County Assessor Reports to CBOE for Real Property and Personal Property protests into the record. .

ADOPTION OF THE AGENDA

The motion was made by Commissioner Sharpe and duly seconded by Commissioner Jackson to adopt the Agenda as amended.

The motion passed unanimously.

CITIZEN COMMENT PERIOD

There were no citizen comments on this date.

APPROVAL OF THE MINUTES

The motion to approve the minutes from the June 18, 2019 Public Meeting was made by Commissioner Holen, duly seconded by Commissioner Sharpe.

The motion passed 4-0, Commissioner Conti abstained.

CEREMONIES

There were no ceremonies on this date.

CONSENT AGENDA

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

The motion passed unanimously.

GENERAL BUSINESS ITEMS

7.a. Resolution No. 190373 - Arapahoe County Cultural Council 2019/2020 Tier III Recommendations

Senior Assistant County Attorney Tiffanie Bleau established jurisdiction for the Board to consider these recommendations.

Linda Haley, Housing and Community Development Division Manager, presented the requests for funding to the Board. She said there have been no changes to the recommendations that were made to the Board at the June 24th study session.

The public comment period was opened.

There were no citizen comments.

The public comment was closed.

The motion was made by Commissioner Holen, duly seconded by Commissioner Conti to approve the requests for funding totaling \$1,954,978.92 as presented in the Scientific Cultural Facilities District 2019/2020 Tier III Grant Funding Plan, presented at the June 24, 2019 Study Session.

The motion passed unanimously.

COMMISSIONER COMMENTS

Commissioner Sharpe thanked the council members for all their hard work and their attention to detail.

Commissioner Jackson also thanked the council for helping to enrich the cultural and scientific events and programs in the metro area.

Commissioner Holen commended the council and said the funds represent a wide geographic, ethnic, and cultural variety. He said without the council's help, the County would be at a loss to provide those services.

There being no other business before the Board, Commissioner Baker adjourned the meeting at 9:40 a.m.

JOAN LOPEZ, CLERK TO THE BOARD
BY JOLEEN SANCHEZ, ASSISTANT CLERK TO THE BOARD

**MINUTES OF THE ARAPAHOE COUNTY
BOARD OF COUNTY COMMISSIONERS
TUESDAY, JULY 23, 2019**

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

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

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

CALL TO ORDER

Commissioner Baker called the meeting to order.

INTRODUCTIONS

ROLL CALL

PLEDGE OF ALLEGIANCE

MODIFICATION(S) TO THE AGENDA

There were no modifications to the agenda.

CITIZEN COMMENT PERIOD

There were no citizen comments on this date.

ADOPTION OF THE AGENDA

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

The motion passed unanimously.

APPROVAL OF THE MINUTES

The motion to approve the minutes from the June 25, 2019 Public Meeting was made by Commissioner Sharpe, duly seconded by Commissioner Holen.

The motion passed unanimously.

The motion to approve the minutes from the July 2, 2019 Public Meeting was made by Commissioner Conti, duly seconded by Commissioner Jackson.

The motion passed unanimously.

CEREMONIES

There were no ceremonies on this date.

CONSENT AGENDA

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

The motion passed unanimously.

GENERAL BUSINESS ITEMS

There were no General Business Items on this date.

COMMISSIONER COMMENTS

There were no Commissioner comments on this date.

There being no other business before the Board, Commissioner Baker adjourned the meeting at 9:33 a.m.

**JOAN LOPEZ, CLERK TO THE BOARD
BY JOLEEN SANCHEZ, ASSISTANT CLERK TO THE BOARD**



ARAPAHOE COUNTY
COLORADO'S FIRST

Board Summary Report

Date: August 5, 2019
To: Board of County Commissioners
From: Cecilia Zapata, Administrative Staff Supervisor
Subject: The adoption of a resolution appointing a member to the Planning Commission

Request and Recommendation

The adoption of a resolution to appoint a member to the Planning Commission

Background

On August 6, 2019, the Board of County Commissioners completed their review of an application for the Planning Commission, and desired the appointment of the entity to said advisory board and committee

Reviewed By

John Christofferson, Deputy County Attorney

RESOLUTION NO. 190 It was moved by Commissioner ____ and duly seconded by Commissioner ____ to adopt the following Resolution:

WHEREAS, Section 30-28-103, C.R.S. authorizes the Board of County Commissioners to appoint a County Planning Commission of not less than three and not more than nine members with staggered terms; and

WHEREAS, by the adoption of Resolution No. 010213 on February 20, 2001, among other matters, the Board determined to reduce the size of the Arapahoe County Planning Commission to seven members from nine members, effective May 1, 2001.

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

1. The Board appoints, re-appoints and/or affirms the appointments of the following individuals to the Arapahoe County Planning Commission with terms to expire as indicated below:

<u>Name</u>	<u>Term Expires</u>
Rod Brockelman	February 9, 2021

2. Said appointees shall serve at the pleasure of the Board of County Commissioners, and said appointees may be removed at any time by action of the Board of County Commissioners for nonperformance of duty or misconduct.

3. The Arapahoe County Clerk and Recorder shall designate a Deputy Clerk to serve as Clerk to the Arapahoe County Planning Commission. Said clerk shall serve without additional remuneration.

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: August 2, 2019
To: Board of County Commissioners
Through: Joan Lopez, Clerk and Recorder
From: Marissa Chamberlain, Acting Deputy Director of Elections
Subject: Elections Ballot Print Vendor K&H Contract Extension, RFP 16-08

Direction/Information

The Clerk and Recorder's Office is seeking approval for the Board Chair to sign an extension of the Agreement for Services with K&H Printer-Lithographers, Inc. (dba K&H Election Services) through June 2021 for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County. The Purchasing Department and Finance Department approve of this request. The BOCC held a drop-in on July 8, 2019 and approved moving the matter for consent agenda approval.

Background

In January 2016, the County issued RFP 16-08 to solicit proposals and establish a contract with a qualified vendor for the preparation and printing of paper ballots and the preparation, printing and mailing of mail ballot packets for the elections conducted in Arapahoe County. Following the competitive bidding and evaluation process, K&H Election Services was the selected vendor based, among other things, on its over 20 years of experience in vote by mail processes and its superior process for producing and mailing ballots. On April 19, 2016, the County entered into an Agreement for Services with K&H Election Services and, following annual renewals, the contract will terminate on December 31, 2019. K&H has been a good vendor for Arapahoe County.

Links to Align Arapahoe

Service First

Ensures uninterrupted and exceptional service for the voters of Arapahoe County with timely delivery and easy access to the ballot.

Fiscal Responsibility

Prevents the Clerk and Recorder from issuing a new RFP during a busy election cycle and guarantees an acceptable expected financial impact to the Clerk and Recorder budget.

Quality of Life

Continues a legacy of easy ballot access for voters in the county provided by a vendor known for customer service.

Discussion

The purpose of this Board Summary Report is to request an extension of the contract with K&H through June 2021, with the intention to issue an RFP before the 2021 Coordinated Election. The Clerk and Recorder relies on K&H Election Services to print election ballot materials, including the mail ballot, envelope, instructions, and secrecy sleeve in a timely and accurate manner, to mail the ballots to voters, and to track mail ballot packages. The upcoming year and a half will be extremely busy and the Clerk's Office will be responsible for conducting at least four elections by end of 2020 (2019 Coordinated Election, 2020 Presidential Primary, 2020 General Primary, and 2020 General Presidential Election). With four elections occurring within a short period of time, extending the Agreement with K&H Election Services ensures uninterrupted service for the Clerk's Office Elections Division, continues the relationship with a proven and reliable vendor, and allows the Clerk's Office to properly focus at the right time on finding the best provider of election mail ballot printing and mailing services through the issuance of a new RFP in 2021.

Alternatives

If the Agreement with K&H cannot be extended the Clerk and Recorder's Office will have to issue an RFP on a short timeline in order to select a new and potentially unfamiliar print vendor prior to the 2019 Coordinated Election.

Fiscal Impact

The total compensation paid to K&H is based on the number of mail ballot packets that are produced. Pricing is based on a per piece cost for each ballot, outgoing and return envelope, security envelope, and voter instruction sheet that is produced, assembled and mailed. In 2018, the printing and postage cost for the Primary and General Elections totaled \$1,345,134.

The Clerk and Recorder's Office has budgeted to continue partnering with K&H. The budgeted printing and postage cost for the 2019 Coordinated Election is \$390,943. Given the two primaries next year, it is expected that the 2020 printing and postage cost for mail ballots will be significantly more than the 2018 cost.

Reviewed By

Marissa Chamberlain, Acting Deputy Director of Elections
Joan Lopez, Clerk and Recorder
Monica Kovaci, Senior Assistant County Attorney
Todd Weaver, Budget Manager

Authorization for Extension of Agreement for Services with K&H Election Services

RESOLUTION NO 19----- It was moved by Commissioner _____ and duly seconded by Commissioner _____ to authorize the Chair of the Board of County Commissioners to sign an extension of the Agreement for Services with K&H Printer-Lithographers, Inc. (dba K&H Election Services) through June 2021 for the preparation, printing, mailing and tracking of mail ballot packets for elections conducted in Arapahoe County and to authorize necessary funding for these services, pending approval of the agreement by the County Attorney's Office.

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: July 31, 2019
To: Board of County Commissioners
From: Ben Swartzendruber, Assistant County Attorney
Subject: Uniform Exemption of Business Personal Property

Purpose and Recommendation

The Board annually considers an exemption from the property taxes levied by the Board for a certain amount of the value of business personal property of each tax schedule. This is a discretionary budgetary matter that the Board can consider on an annual basis. This request is for the Board to determine whether to maintain, increase, or decrease for tax year 2019 the exemption amount at \$20,000. This item was presented to the Board, which directed staff to move it forward to consent agenda.

Background and Discussion

Pursuant to statute (C.R.S. § 39-3-119.5), business personal property is exempt from taxation if the total actual valuation does not exceed \$7,700.00 on a single personal property schedule for tax year 2019.

Pursuant to Paragraph 8(b) of Section 20 of Article X of the Colorado Constitution (TABOR), each taxing district may enact uniform exemptions and credits to reduce or end business personal property taxes. Historically, the Board of County Commissioners has approved an exemption from the property tax levy for business personal property in increasing amounts over the years. Prior to 2000, the exemption amount was less than \$10,000. For tax years 2000-2006 the exemption was set at the first \$10,000 in actual value of the personal property listed on each property schedule. For tax years 2007-2011, the exemption amount was \$15,000. For tax years 2012-2018, the Board increased the exemption amount to the first \$20,000 of each personal property schedule. The Board needs to decide for tax year 2019 whether to increase, decrease, or maintain the exemption amount, or whether to end business personal property taxes payable to the County.

The costs to the County Assessor's Office associated with processing the paperwork on personal property tax schedules filed by every business, together with the document storage and related expenses, can exceed the revenues generated by the business personal property tax for the County. However, because many of the other County taxing entities have exemption amounts lower than the County's, the Assessor's Office generally must do this work regardless of the County's specific exemption amount.

Maintaining the exemption amount for business personal property taxes would benefit the businesses in Arapahoe County, would not impact the County's budgets significantly, and would not cause a reduction in services to taxpayers and residents of Arapahoe County.

Alternatives

The Board may take no action, and only the \$7,700 statutory exemption will apply. The Board may also increase, decrease, or maintain the exemption amount, or it may eliminate the county's portion of the business personal property tax levy.

Fiscal Impact

Granting an exemption reduces the total value of property available for ad valorem taxes. It does not necessarily reduce the total amount of revenues received by the County from property taxes because of TABOR limitations, but it may.

Reviewed By

Robin Molliconi, Administration Supervisor, Assessor's Office

RESOLUTION NO. 19 _____. It was moved by Commissioner _____ and duly seconded by Commissioner _____ to adopt the following Resolution:

WHEREAS, pursuant to the provisions of Section 39-3-119.5, C.R.S., non-exempt personal property shall be exempt from the levy and collection of property tax if the personal property would otherwise be listed on a single personal property schedule and the actual value of such personal property is seven thousand seven hundred dollars (\$7,700.00) or less; and

WHEREAS, pursuant to Paragraph 8(b) of Section 20 of Article X of the Colorado Constitution, each taxing district in Colorado may enact cumulative uniform exemptions and credits to reduce or end business personal property taxes; and

WHEREAS, the personal property tax is a tax that is levied annually and is in addition to all applicable sales and use taxes collected when any personal property is first utilized in a business; and

WHEREAS, the costs and the paperwork associated with the preparation and filing of personal property tax schedules by individual business owners, as required by Sections 39-5-107 through -120, C.R.S., are burdensome; and

WHEREAS, the Board of County Commissioners of Arapahoe County believes that increasing the statutory exemption amount for personal property taxes would benefit the businesses in Arapahoe County, would not significantly impact the County's budgets, and would not cause a reduction in services to taxpayers and residents of Arapahoe County.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Arapahoe County, Colorado, to enact an increase in the uniform exemption from taxation upon business personal property to cause the first twenty thousand dollars (\$20,000.00) in actual value of personal property listed on a single personal property schedule to be exempt from the levy and collection of property tax. This exemption amount shall apply to all businesses located in Arapahoe County and shall apply to those taxes levied by the Board of County Commissioners of Arapahoe County for the Arapahoe County Budget, for the Arapahoe Law Enforcement Authority Budget, for the Arapahoe County Recreation District Budget, and for the Arapahoe County Water and Wastewater Public Improvement District Budget for tax year 2019, to be collected in calendar year 2020.

The vote was:

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

The Chair declared the motion carried and so ordered.