



**ARAPAHOE COUNTY**  
COLORADO'S FIRST

## Public Works and Development

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**BRYAN D. WEIMER, PWLF**  
Director

## BOARD SUMMARY REPORT

**DATE:** May 3, 2019

**TO:** Board of County Commissioners

**FROM:** Bryan D. Weimer, PWLF, Director  
Public Works and Development

**SUBJECT:** **PROPOSED CLOSURE OF PUBLIC WORKS AND DEVELOPMENT DEPARTMENT OFFICES FOR DEPARTMENT PICNIC ON JUNE 27, 2019 BETWEEN HOURS OF 1:30PM and 4:30PM**

### Direction/Information

The Public Works and Development Department (PWD) is requesting Board of County Commissioners (BoCC) approval to close the PWD Offices on June 27, 2019, between the hours of 1:30PM and 4:30PM.

### Request and Recommendation

The Drop-in Study Session is to request BoCC approval for PWD to close the offices to the public on June 27, 2019, between the hours of 1:30PM and 4:30PM to allow PWD Staff to attend the Department's annual picnic.

Staff would recommended approval of the PWD Office closure, as has been granted in previous years by the BoCC.

### Background

In previous years, the BoCC has allowed the Public Works and Development Department to close their offices to the public on one day for a limited time frame for Department staff to attend the annual Department Picnic.

### Discussion

The Public Works and Development Department is proposing their annual Department picnic for staff on the afternoon of June 27, 2019, at the Arapahoe Regional Park in Dove Valley. As such, and to allow staff to be in attendance, PWD is requesting the BoCC authorize the closure of the Department at 1:30PM through the remainder of the day. Approval of this closure would allow staff to attend the picnic and bonding activities.



Advance notice would be provided to the public and arrangements will be made with the CSU Extension Office for any deliveries that may arrive during the closure.

Staff has not received any complaints from similar closures over the past years.

## **Alternatives**

The alternative to the closure of the Department would be to have the office remaining open with skeleton staffing during the picnic. The other option available would be to not close the Department and not have the picnic.

## **Fiscal Impact**

There is no direct impact to the County with closure of the Department for 3 hours.

## **Concurrence**

The Public Works and Development Department concurs with the proposal to close the Department for 3 hours during June 27, 2019.

## **Attorney Review**

The County Attorney's Department has reviewed this document.

## **Reviewed By**

This Board Summary Report has been reviewed by the following:

Robert Hill, Assistant County - Attorney Department  
Todd Weaver, Budget Manager - Finance Department

### **cc: Electronic Copy**

Bryan D. Weimer, Director  
Rebecca Doane, Division Manager – Support Services  
Daniel Einarsen, Office Business Manager – Support Services  
Kim Lynch, Finance and Admin  
Robert Hill, Assistant County Attorney  
Amanda Slates, Communication Services  
File (Study Session)  
Reader

### **Hard Copy**

Kim Lynch, Finance and Admin

