

Board of County Commissioners Meeting

Tuesday, August 9, 2016

Hearing Room 1, First Floor

AGENDA

The Tuesday meeting of the Board of County Commissioners (The Board) is an open meeting in which the Board approves contracts, expends funds, hears testimony, makes decisions on land use cases and takes care of other county matters. The public is welcome to attend.

The Board meeting has three parts: Public Comment, the Business Meeting and the Public Hearing.

General Procedures

Agenda items will normally be considered in the order they appear on this agenda. However, the Board may alter the agenda, take breaks during the meeting, work through the noon hour; and even continue an item to a future meeting date.

Public Comment (8:00 a.m.)

The Board welcomes your comments; During the public comment time, members of the public have three minutes to present views on county matters that are not included on the Hearing Agenda. The public comment time is not for questions and answers: it is your time to express your views.

Please note that you are always welcome to communicate with the Board on the county's Web site (www.jeffco.us), by e-mail (commish@jeffco.us), by phone (303-271-8525), fax (303-271-8941) or US mail (100 Jefferson County Parkway, Golden, CO 80419). You can also meet your Commissioners at numerous community events such as town hall meetings, homeowner associations and chamber meetings.

Business Meeting

Call to Order

Pledge of Allegiance

Approval of Minutes Dated August 2, 2016

Tuesday, August 9, 2016 (continued)

Consent Agenda

CONSENT AGENDA PROCEDURES - Items on the Business Meeting Consent Agenda generally are decided by the Board without further discussion at the meeting. However, any Board member may remove an item from the Business Meeting Consent Agenda. The Board is not required to take public comment on removed items, but may request additional information and input.

1. **Resolution CC16-307** Expenditure Approval Listings Dated August 4, 2016 - Accounting
2. **Resolution CC16-308** Expenditure Approval Listings Dated August 11, 2016 - Accounting
3. **Resolution CC16-309** Abatement/Refund of Property Taxes – Board of Equalization
4. **Resolution CC16-310** Ratification of Grant Application and Acceptance - Colorado Department of Public Safety, Division of Criminal Justice for the FY2016 Byrne/JAG Competitive Law Enforcement Grant - Sheriff
5. **Resolution CC16-311** West Laurel Park - Community Park Playground Grant Request - Open Space
6. **Resolution CC16-312** Contract Renewal - Roller and Associates, Inc. for Auctioneering Services - Accounting
7. **Resolution CC16-313** Agreement - Federal Aviation Administration (FAA) for Transfer of Entitlement Funds from Jefferson County to the City of Burlington - Airport
8. **Resolution CC16-314** Purchase Order - Kone, Inc. to Upgrade the Elevator at the Parfet Building (\$153,779.00) - Facilities
9. **Resolution CC16-315** First Amendment to Contract - Martin Marietta Materials, Inc. for 2015 Asphalt and Concrete Repairs (additional NTE amount of \$108,556.78 for total revised contract amount NTE \$1,099,652.48) - Facilities

Tuesday, August 9, 2016 (continued)

10. **Resolution CC16-316** Policy Manual Part 2, Chapter 2, Section 1 Regarding Board and Commission Appointments, Policy Manual Part 2, Chapter 2, Section 17 Regarding Sustainability Commission Policy, Part 2, Chapter 2, Section 2 Regarding Liquor Licensing Authority and Part 2, Chapter 2, Section 4 Regarding Cultural Council - Board of County Commissioners
11. **Resolution CC16-317** Policy Manual Part 2, Chapter 2, Section 3 Regarding the Open Space Advisory Committee Policy, Part 2, Chapter 2, Section 16 Regarding the Fairgrounds Advisory Committee Policy, Part 2, Chapter 2, Section 15 Regarding the CSU Extension Advisory Committee Policy - Parks
12. **Resolution CC16-318** Policy Manual Part 2, Chapter 2, Section 13 Regarding the Audit Committee Policy - Finance and IT
13. **Resolution CC16-319** Policy Manual Part 2, Chapter 2, Section 8 Regarding the Board of Review Policy, Part 2, Chapter 2, Section 9 Regarding the Planning Commission Policy, Part 2, Chapter 2, Section 14 Regarding the Historical Commission Policy - Development and Transportation
14. **Resolution CC16-320** Policy Manual Part 2, Chapter 2, Section 4 Regarding Tri-County Workforce Development Board Policy and Part 2, Chapter 2, Section 7 Regarding the Community Services Advisory Board Policy - Human Services

Other Contracts and Resolutions for which Notice was not possible may be considered.

Regular Agenda - No Agenda Items

Public Hearing

There are two parts to the Public Hearing Agenda: the Hearing Consent Agenda and the Regular Hearing Agenda.

Items are listed on the Hearing Consent Agenda because no testimony is expected. In the event a Commissioner or any member of the public wishes to testify regarding an item on the Consent Agenda, the item will be removed and considered with the Regular Hearing Agenda.

Unless otherwise stated by the Chair, a motion to approve the Hearing Consent Agenda shall include and be subject to staff's findings, recommendations, and conditions as listed in the applicable Staff Report.

Tuesday, August 9, 2016 (continued)

Hearing Consent Agenda - No Agenda Items

The public is entitled to testify on items under the Public Hearing Regular Agenda. Information on participation in hearings is provided in the County's brochure, *"Your Guide to Board of County Commissioners Hearings."* It may be obtained on the rack outside the hearing room or from the County Public Information Office at 303-271-8512.

Hearing Regular Agenda - No Agenda Items

Reports

County Commissioners

County Manager

County Attorney

Adjournment

Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in the provision of services. Disabled persons requiring reasonable accommodation to attend or participate in a County service, program or activity should call 303-271-5000 or TDD 303-271-8071. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid.

Board of County Commissioners meetings can be viewed on a television monitor in the cafeteria on the lower level of the Jefferson County Administration and Courts Facility. Also, you may use the cafeteria tables there to work or gather until the Board is ready to hear your case. Board meetings and hearings are recorded and available on the county's Web site at www.jeffco.us.

COMMISSIONERS' MINUTES OF AUGUST 2, 2016

The Board of County Commissioners of the County of Jefferson, State of Colorado, met in regular session on August 2, 2016 in the Jefferson County Government Center, Golden, Colorado. Commissioner Libby Szabo, Chairman presided. Commissioner Donald Rosier, Commissioner Casey Tighe and Teri Schmaedecke , Deputy Clerk to the Board, were present.

Commissioner Libby Szabo, Chairman called the meeting to order.

STAFF PRESENT:

Ralph Schell, County Manager
Ellen Wakeman, County Attorney
Jeff Shrader, Jefferson County Sheriff
John Wolforth, Director of Planning and Zoning
Mike Madrid, Planner

APPROVAL OF MINUTES

Following a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by majority vote, with Commissioner Szabo abstaining, approved the Minutes of July 19, 2016.

CONSENT AGENDA

The Board approved the following Resolutions:

1. **Resolution CC16-299** Expenditure Approval Listings Dated July 28, 2016 - Accounting
2. **Resolution CC16-300** Ratification of Expenditure Approval Listing Dated July 21, 2016 - Accounting
3. **Resolution CC16-301** Bi-Weekly Payroll Register - Accounting
4. **Resolution CC16-302** Raise the Bar: Protect Our Constitution - Board of County Commissioners
5. **Resolution CC16-303** Colorado State Historical Fund – Grant Project #2011-01-020, Amendment to Grant Contract (#2011-01-020 C) and Third Amendment to Pleasant View Metropolitan District Intergovernmental Agreement - Open Space

6. **Resolution CC16-304** Third Amendment to Contract – Concrete Express, Inc. for Special Projects Concrete Removal and Replacement (Additional NTE \$500,000.00 for Revised Total Contract Amount \$1,038,282.70) - Road and Bridge

7. **Resolution CC16-305** First Amendment to Contract – Silva Construction, Inc. for Concrete Removal and Replacement (Additional NTE \$500,000.00 for Total Revised Contract Amount \$1,500,000.00) – Road and Bridge

8. **Resolution CC16-306** Agreement - Urban Drainage and Flood Control District Regarding Funding of Final Design, Right-of-Way Acquisition and Construction of Drainage and Flood Control Improvements for Van Bibber Creek at McIntyre Street – Transportation and Engineering

REGULAR AGENDA

Law Enforcement Authority

9. Law Enforcement Authority Report

Sheriff Jeff Shrader gave the Second Quarter Report to the Commissioners (See attached report.)

PUBLIC HEARING CONSENT AGENDA – No Agenda Items

PUBLIC HEARING REGULAR AGENDA

10. **Resolution CC16-298**

Case Number: 16-111400RZ: Rezoning - Open Space Eligibility Phase

Case Name: Deer Creek Golf Course Rezoning

Owner/Applicant: In Play Membership Golf, Inc.

Location: 8135 Shaffer Parkway, Sections 32 and 33, Township 5 South, Range 69 West

Approximate Area: 90.44 acres

Purpose: To determine eligibility to rezone Open Space within a Planned Development (PD) Zone District.

Case Manager: Mike Madrid

Sworn Testimony:
Dennis Carruth
Susan Wade

Following the taking of testimony and a general discussion, the Board upon motion of Commissioner Rosier, duly seconded by Commissioner Tighe and by unanimous vote, adopted **RESOLUTION CC16-298** and may proceed with rezoning the open space property subject to the adopted conditions of approval.

REPORTS

The Commissioners' reported attending various meetings and events recently including the National Association of County Officials Conference, Peaks to Plains Trail Opening, a Human Services Mayor's Breakfast, Jeffco Thrives and a Paint-a-thon at Lutheran Hospital.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Attest:

Board of County Commissioners of
the County of Jefferson, Colorado

Teri Schmaedecke, Deputy Clerk

Libby Szabo, Chairman

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Schell, County Manager
DIST: Tim Kauffmann, County Treasurer
RE: EXPENDITURE APPROVAL LISTINGS
DATE: August 9, 2016

Staff Recommendation:

Approve the Expenditure Approval Listings dated August 4, 2016 Resolution No.

CC 16 - 307

Background:

The Board of County Commissioners has reviewed all claims presented for Audit and allowance to the Board as represented on said Expenditure Approval Listings and the Board of County Commissioners find that all said claims as represented on said Expenditure Approval Listings shall be allowed, and, hereby, directs the County Treasurer to pay same.

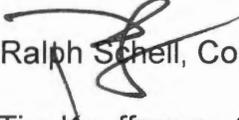
Further, the staff has reviewed all claims and certify that all claims are valid And are in order to be paid.

Prepared by: Kay Aberle, Accounting Supervisor, X8532, Jefferson County Accounting Division

Reviewed by: Deborah Freischlag, Director of Accounting, X8529, Jefferson County Accounting Division

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

DIST: Tim Kauffmann, County Treasurer

RE: Approval of Expenditure Approval Listing dated August 11, 2016

DATE: August 9, 2016

Staff Recommendation:

BCC approves the Expenditure Approval Listings dated August 11, 2016 to be prepared by the Accounting Division subject to review and approval by the County Manager or his designee, and directs the County Treasurer to pay the same.

Resolution No. **CC 16 - 308**

Background:

The Board of County Commissioners will review all claims presented for Audit and allowance to the Board as represented on said Expenditure Approval Listings and the Board of County Commissioners find that all said claims as represented on said Expenditure Approval Listings shall be allowed, and, hereby, directs the County Treasurer to pay same.

Further, the staff has reviewed all claims and certify that all claims are valid and are in order to be paid.

Prepared by: Sheri Haxton, Administrative Coordinator, x8559, Jefferson County Accounting Division

Reviewed by: Deborah Freischlag, Director of Accounting, x8542, Jefferson County Accounting Division.

MEMORANDUM

TO: The Board of County Commissioners
FROM: Board of Equalization
CC: Ellen G. Wakeman, County Attorney
RE: Abatement/Refund of Property Taxes

Staff Recommendation:

Resolved, that the Board of County Commissioners approves the findings and recommendations of the board-appointed referee denoted in the corresponding abatement resolutions and adopts those findings and recommendations as its final action on these abatement appeals.

<u>CASE NO.</u>	<u>PETITIONER</u>	<u>TAXES ABATED/ REFUNDED</u>
A16-140	Gabriella Duncan	\$1,453.49
A16-162	Edward Robertson	\$2,889.45

CC 16 - 309

Resolution No. _____

Background:

Final Board action on 2 abatement petitions, \$4,342.94 to be refunded. Taxpayers have filed abatement petitions alleging that their property has been overvalued or that their tax levy is illegal. The Assessor recommended that the petitions be denied and a hearing was held before a board-appointed referee. The referee recommends approval of these petitions in the amounts indicated in the corresponding resolutions. The Board is taking final action on said petitions by accepting or rejecting the referee's recommendations.

If an abatement petition is approved by the Board, the Treasurer's Office will calculate interest owed and send payment to the taxpayer. The Property Tax Administrator must approve all refunds in excess of \$10,000.00. If unsatisfied with this Board's action, a taxpayer may appeal further to the State Board of Assessment Appeals. Abatement refunds over \$10,000.00 are recommended for the following reasons:

Prepared by: Casie Stokes, Assistant County Attorney *CAS*
Distribution: Board of Equalization

MEMORANDUM

AGENDA ITEM 4

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: Retroactive Approval of Application and Acceptance of Funds for the FY2016 Byrne/JAG Competitive Law Enforcement Grant Automatic License Plate Reader

DATE: August 9, 2016

Staff Recommendation: the Jefferson County Board of Commissioners approves the application and grant award in the amount of \$26,486.00 between, Jefferson County and the Colorado Department of Public Safety, Division of Criminal Justice, ratifies the electronic submission of this grant application and acceptance of funds by the Sheriff's Office Grants Specialist Beth Mundell. Further the Board of County Commissioners directs that the grant funds be supplemented to the Sheriff's 2016 Office Budget and authorizes the Chairman to execute any necessary documentation in connection with the application and award.

CC 16 - 3 1 0

Resolution No.

Background: In 2005, Congress combined the previous Edward Byrne Memorial Formula grant and the Local Law Enforcement Block Grant (LLEBG) programs into the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This funding will support purchasing one Automatic License Plate Reader (ALPR) for the Patrol Unit. This purchase will enhance law enforcement efforts in deterrence detection and apprehension of individuals/vehicles involved in Aggravated Motor Vehicle Theft in and around Jefferson County Colorado. It will ultimately reduce the amount of money lost, and citizens victimized by these crimes. The use of a Mobile Automated License Plate Reader is a proven best practice in law enforcement today.

Fiscal Impact: No match is required for this funding opportunity

Prepared by: Beth Mundell, Grants Specialist, JCSO, ext. 5120

Distribution

Original returned to: Beth Mundell, Grants Administrator
Copies to: Clerk to the Board
Tina Davros, Sheriff's Office Asset Manager
Joanne Kortendick, County Attorney's Office
Andrea Amundson, Grant Accounting
Erin Collard, Budget

RETROACTIVE GRANT APPLICATION APPROVAL ROUTING FORM

Parties to Contract: Jefferson County and the Colorado Department of Safety, Division of Criminal Justice

Third Party Authorized Rep: _____

Phone: _____ Fax: _____ Third Party Tax I.D.: _____

Remittance Address: _____

Process Dates: Must be executed by BCC: 8/9/16
7/19/2016 Deadline to County Administrator: 8/11/16
7/12/2016

26Contacts: Originating Department/Contact: Sheriff's Office/ Beth Mundell Phone: x 5120

Purchasing Department/Contact: n/a Phone: _____

County Attorney/Contact: Joanne Kortendick Phone: x8955

MANDATORY ACCOUNT INFORMATION		Total Amount: \$26,486.00
Account Number: TBD	Project: Byrne/JAG Competitive Automatic License Plate Reader	Funds Available: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Multi-Year Contract: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Amount of Contract Budgeted in Current Year: \$0.00	

ROUTING

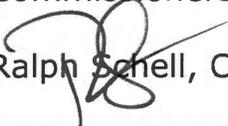
O R D E R	Department	Authorized Signatures Name/Initials (*)	Date Rec'd	Date Frw'd	Comments
1	Originator (**)	Beth Mundell/ <i>Bm</i>		July 11	
2	Division Lieutenant	Scott Happ/ <i>SH</i>	July 8, 16	July 8, 16	
3	Division Chief	Scott Pocsik/ <i>SP</i>	7-27-16	7-27-16	
4	Dir. of Asset Management	Tina Davros/ <i>TD</i>	7/27/16	7/28/16	
5	Div Chief Support Svc	Dan Gard/ <i>DG</i>	7/28/16	7/27/16	
6	Undersheriff	Raymond Flee/ <i>RF</i>	7-28-16	7-28-16	
7	Other Accounting	Andrea Amundson			Courtesy Copy for Files
8	County Manager	Ralph Schell			
9	County Attorney	Joanne Kortendick/ <i>JK</i>	7/29/16	7/29/16	
10	BCC Agenda Coordinator	Janice Fredricksen/ <i>JF</i>			Electronic Resolution Memo

INSTRUCTIONS

- 1 Number the left hand column in the order in which the contract is to be routed. (The above listing represents the typical routing for a construction bid.)
- (*) Initials of reviewer indicate that the contract is acceptable and ready for BCC action, from reviewer's perspective.
- (**) Signature of authorized department contact for contractual questions.

M E M O R A N D U M

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: West Laurel Park – Community Playground Grant Request

DATE: August 9, 2016

Staff Recommendation:

That the Board of County Commissioners approve a Conservation Grant Fund request in the amount of \$6,000 for the West Laurel Community Park playground project.

Resolution No.

CC 16 - 3 1 1

Background:

This is a community-build playground project in which the local neighborhood has raised nearly \$100,000 towards completing the project. The project will be completed with volunteers from the LDS church that are lead by staff. The community would like to request \$6,000 from the Board's Conservation Trust Funds to construct a small shelter and accessible picnic table.

This CTF grant project being requested from the Board of County Commissioners is similar in nature and scope to other projects the Board has previously funded.

BCC Briefing Presented on July 12, 2016

Fiscal Impact:

\$6,000 from 2016 Conservation Trust Funds

Prepared by: Don Klima, Administration & Real Estate Manager

Distribution:

Original returned to:

Teri Schmaedecke, Clerk to Board

Copies to:

Rosanna Janzer, Don Klima

MEMORANDUM

AGENDA ITEM 6

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell
County Manager
DIST: Clerk to the Board, Joanne Kortendick, Deborah Freischlag
RE: **Renewal of Contract for Auctioneering Services**
Accounting Division

Staff Recommendation:

Approve the renewal of the contract between Jefferson County and **Roller and Associates, Inc.** for auctioneering services.

The County's authorized representative is Deborah Freischlag, or other person as may be designated by the Department Director or County Manager.

Term: August 21, 2016 to August 20, 2017.

RESOLUTION NO. CC 16 - 3 1 2

Background:

Auctioneering Services are required to dispose of County property and vehicles that are no longer of value to the County and have been declared surplus by various divisions.

This is a non-competitive contract because Roller and Associates is the only local auction company with facilities large enough to handle the volume of surplus the County generates.

Fiscal Information: Accounting estimates the annual revenues will amount to \$1,300,000.00. Commission fees for onsite auctions are (8%) of the gross amount of auction proceeds, less any applicable vehicle emissions testing charges. No commission fees are charged to the County for online auctions.

BCC Briefing Presented By: N/A (Revenue)

Originator: Agenda memo prepared by Lanny Loveday, Purchasing, Ext. 8587

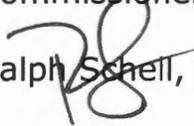
Original returned to: Lanny Loveday, Purchasing

Copies w/o contract to: Holly Bjorklund, Director of Finance and IT
Jerry Faliano, Accounting

Approvals	Joanne Kortendick, County Atty Holly Bjorklund, Dept Dir Deb Freischlag, Div Dir	Approved: 8/1/2016 Approved: 8/1/2016 Approved: 8/1/2016
Agenda Coordinator Review		<input checked="" type="checkbox"/> Check <i>AMS</i>
Final Approval	Board of Commissioners	
Vendor	Roller & Associates	
End User	Accounting Division	
Document Type	Contract Renewal/Amendment	
Estimated Dollar Value of Revenue Contract	\$1,300,000.00	
Term	August 21, 2016 through August 20, 2017	
Description	Auction Services	
Buyer	Lanny Loveday	

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: FAA Agreement for Transfer of Entitlement Funds

DATE: August 9, 2016

Staff Recommendation: That the Board of County Commissioners approves the FAA's agreement for transfer of entitlement funds from Jefferson County, CO-Rocky Mountain Metropolitan Airport to the City of Burlington, CO-Burlington-Kit Carson Airport (ITR)

Resolution No. **CC 16 - 3 1 3**

Background: In an effort to maximize funding for FAA AIP airport projects, the FAA's DEN-Airport Division routinely moves funds between airport sponsors to ensure appropriate resources are available for project delivery. Sponsor unused entitlement funds available during a particular fiscal year are transferred to a sponsor who may need additional resources to complete a previously planned CIP project. This is a common and approved practice established by the FAA to more efficiently meet the demands of airport improvement projects throughout the country.

BCC Briefing Presented on August 2, 2016

Prepared by: Bryan Johnson, Airport Director, ext 4851

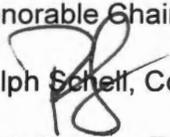
Distribution

Original returned to: Bryan Johnson, Airport Director

Copies to: David Wunderlich, County Attorney's office

MEMORANDUM

AGENDA ITEM 8

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
DIST: Mark Danner, Deborah Freischlag
RE: Purchase Order for Parfet Building Elevator Upgrade
Facilities and Construction Management

Staff Recommendation: Approve an expenditure in the amount of \$153,779.00 to Kone, Inc. to upgrade the elevator at the Parfet Building.

The County's Authorized Representative is Mark Danner or other person as may be designated by the Deputy County Manager or County Manager.

Resolution No. **CC 16 - 3 1 4**

Background: The elevators in the Parfet building are dated and in need of comprehensive upgrades and modernization. Work shall include elevator car enclosure modifications, signal equipment, operation and control systems, and accessibility upgrades for disabled passengers.

Kone has been prequalified for maintenance and upgrades of elevators in County buildings. Facilities and Construction Management (FACM) currently uses Kone for all maintenance on all County elevators. Using this company to also perform this upgrade will maintain compatibility of systems and parts for servicing, and would provide continuity of product and service warranties.

Purchasing is accessing discounted pricing through the U.S. Communities Program. Services will be provided under the terms and conditions of the Master Contract with Kone, Inc.

Fiscal Information: Funding for this expenditure is available in the 2016 FACM CIP budget. This order is within the scope and budget for the project.

BCC Briefing Presented by Mark Danner, Facilities and Construction Management Director, on February 2 and August 2, 2016.

Originator: Agenda memo prepared by Marcia Sieben, Purchasing, Ext. 8591

Contacts: Mark Danner x5008; Robin Jellison x5028

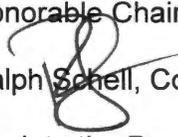
Original returned to: Chandra Hardwick, Purchasing

Copies to: Kate Newman, Deputy County Manager
Robin Jellison, Facilities and Construction Management
Mike DeWolfe, Facilities and Construction Management
Anne Panza, Facilities and Construction Management

Approvals	Kate Newman, Dept Dir. Mark Danner, Div Dir	Approved: 8/1/16, 10:52 am Approved: 7/29/16, 1:59pm
Agenda Coordinator Review		X Check <i>AMS</i>
Final Signatory	BCC	
Vendor	Kone, Inc.	
End User	FACM	
Type (Contract, PO, etc)	PO	
Dollar Value	NTE \$153,779.00	
Term	The Contractor shall begin the Work on or before the date set forth in the notice to proceed (the "Start Date") and fulfill all of its obligations by December 31, 2016.	
Description	Upgrade the elevator at the Parfet Building.	
Purchasing Agent	Chandra Hardwick	

MEMORANDUM

AGENDA ITEM 9

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
DIST: Clerk to the Board, Mark Danner, Kurt Behn, Deborah Freischlag
RE: First Amendment to the Contract for 2015 Asphalt and Concrete Repairs
Facilities and Construction Management

Staff Recommendation: Approve the amendment to the contract between Jefferson County and **Martin Marietta Materials, Inc.** in an amount not to exceed \$108,556.78 for additional work needed at the Parfet Building, for a revised total contract amount not to exceed \$1,099,652.48. The County's Representative is Mark Danner, or other person as may be designated by the Deputy County Manager or County Manager.

Contract Term: The Completion Date will be extended to December 31, 2016.

Resolution No. **CC 16 - 3 1 5**

Background: In June, 2015, the Board of County Commissioners approved the original contract with Martin Marietta Material Inc, for the 2015 Asphalt Repair and Replacement Project to provide asphalt repair/replacement, crack sealing and slurry seal services at eight County locations. All of the work on this contract has been completed except for the Parfet Building. This Amendment is for additional work needed at the Parfet Building, including an additional asphalt area, re-grading for drainage corrections, and stormwater permit requirements.

Fiscal Information: Funding for this amendment is available from the 2016 CIP budget. This is within the scope and budget for these services.

BCC Briefing Presented by Mark Danner on August 2, 2016.

Originator: Agenda memo prepared by Dawn Krank, Purchasing, Ext. 8590

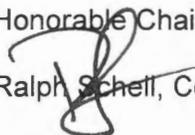
Original returned to: Dawn Krank, Purchasing

Copies w/o contract to: Kate Newman, Deputy County Manager
 Ken Morrow, Facilities & Construction Management
 Sam Bican, Risk Management

Approvals	Kurt Behn, County Atty Mark Danner, Div Dir Kate Newman, Dept Dir	Approved: 7/28/2016 2:03 PM Approved: 8/1/2016 10:24 AM Approved: 8/1/2016 12:28 PM
Agenda Coordinator Review		<input checked="" type="checkbox"/> Check <i>amb</i>
Final Signatory	Board of County Commissioners	
Vendor	Martin Marietta Materials, Inc.	
End User	Facilities & Construction Management	
Type (Contract, PO, etc)	Contract Amendment	
Dollar Value	\$108,556.78	
Term	Completion Date extended to December 31, 2016	
Description	1 st Amendment to 2015 Asphalt & Concrete Repairs Contract	
Purchasing Agent	Dawn Krank	

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM:  Ralph Schell, County Manager

RE: Board of County Commissioners – Policy Manual Part 2, Chapter 2, Section 1 Regarding Board and Commission Appointments and Policy Manual Part 2, Chapter 2, Section 17 Regarding Sustainability Commission Policy, Part 2, Chapter 2, Section 2 Regarding Liquor Licensing Authority and Part 2, Chapter 2, Section 4 Regarding Cultural Council

DATE: August 9, 2016

Staff Recommendation: WHEREAS, the existing Board Appointment Policy has been updated and revised for clarity and amended to remove provisions regarding removal of members from the Planning Commission and Board of Review and to include provisions regarding removal of appointees from the Library Board of Trustees, and

WHEREAS, the existing Sustainability Commission Policy, Liquor Licensing Authority Policy, and Cultural Council Policy has been amended for clarity and revised to include a Jefferson County residency requirement.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 2.2.1 regarding Board Appointment, 2.2.17 regarding the Sustainability Commission, 2.2.2 regarding the Liquor Licensing Authority, and 2.2.4 regarding the Cultural Council are hereby rescinded and replaced with the policies attached hereto, effective August 9, 2016.

Resolution No. CC16-

CC 16 - 3 1 6

Background:

Staff proposes to revise the Boards and Commissions Appointments Policy for clarification. Specific reference to the Planning Commission and Board of Review has been removed from this policy as that language has been added to specific board policy. Reference to the Board of Trustees of the Library regarding removal of an appointee has been added. Staff proposes to revise the Sustainability Commission Policy, Liquor Licensing Authority Policy, and Cultural Council Policy for clarity. A Jefferson County residency requirement has been added.

BCC Briefing Presented on August 2, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Kate Newman, Deborah Churchill, Casie Stokes,

Title: Administrative Policy Board and Commission Appointments	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 1
	Effective Date August 9, 2016
Policy Custodian Board of County Commissioners	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): CC91-130, CC91-235, CC91-496, CC91-722, CC07-150

Purpose: To govern appointments to the various boards and commissions in Jefferson County and to govern contact between appointed board, commission and committee members and elected officials.

Policy: Board and Commission Appointments

- A. This Policy is not intended to override statutory provisions, intergovernmental agreements, or other rules, regulations or charter provisions.
- B. Vacancies
The Board of County Commissioners (BCC), or designee(s), shall coordinate all applications and reappointments as necessary.
 1. Press releases, the county's website, and/or other county publications may be used to advertise vacancies.
 2. Board and commission applications shall be made on the county website.
- C. Appointments
The BCC shall appoint board and commission members by resolution at a public hearing. The BCC, or designee, shall contact the applicant. The BCC, or designee, shall coordinate with the boards' or commissions' staff or chairperson as needed.
- D. Removal of an Appointee
 1. Appointees serve at the pleasure of the BCC and, absent a statutory provision to the contrary, may be removed at the sole discretion of the BCC.
 2. Board of Adjustment, and Board of Trustees of the Library
The BCC may remove an appointee to the Board of Adjustment for cause, including, without limitation, nonperformance of duty or misconduct. The trustees of the Library may be removed upon a showing of good cause as defined in, but not limited to, the bylaws adopted by the Board of Trustees. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee chooses to

appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

E. **Contacts Between Appointees and Elected Officials**

When meetings between appointed board and commission members and the BCC or other elected officials are covered under the open meetings provisions of the Colorado Sunshine Act of 1972, Section 24-6-401, et seq., 10A, Colorado Revised Statutes, as amended (Senate Bill 91-33), the provision of such Act shall apply.

Title: Administrative Policy Sustainability Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 17
	Effective Date August 9, 2016
Policy Custodian Board of County Commissioners	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): CC14-058

Purpose: To create an informational clearinghouse and an open compendium of sustainability best practices

Policy: Sustainability Commission

A. Establishment

The purpose of the Sustainability Commission (the Commission) is to create an informational clearinghouse and an open compendium of sustainability best practices.

B. Responsibilities

1. Identifying and articulating aspirational sustainability goals, objectives and voluntary targets for county government and industrial, commercial, residential and recreational sectors county-wide.
2. Provide expertise, resources and promote awareness in the area of sustainability. The Commission's work shall be advisory. Any citizen or business participation in any Commission program or initiative is strictly voluntary.
3. Meetings
 - a. Regular meetings of the Commission shall be held a minimum of 6 times a year or more frequently as requested by a majority of the Commission members or by the Chair.
 - b. Special meetings may be called by the Chair at the request of a quorum of the Commission.
 - c. All notices shall contain the date, time, place, and agenda of the meeting and shall be in writing and be sent to members at least five (5) days prior to the day of the meeting.
 - d. More than fifty percent (50%) of the members shall constitute a quorum.
4. Staff

The Board of County Commissioners (BCC) may authorize staff.
5. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

The Commission shall be composed of nine (9) members to be appointed by the BCC. Members shall be chosen based on an area(s) of expertise within sustainability and shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each member shall be appointed for a three (3)-year term. Note: For the initial establishment of the Commission, three (3) members will have one-year terms, three (3) members will have two-year terms, and three (3) members will have three-year terms in order to stagger the term end dates.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the BCC.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

4. Vacancies

- a. Vacancies shall be filled by appointment by the BCC.
- b. The Commission may review the applications for appointment and make recommendations to the BCC for vacancies that occur.

Title: Administrative Policy Liquor Licensing Authority	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 2
	Effective Date August 9, 2016
Policy Custodian Board of County Commissioners	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): §12-18-101 C.R.S; CC97-358, CC97-605, CC00-341, CC03-514, CC07-151, CC15-446

Purpose: To establish the Liquor Licensing Authority, define its authorities, membership and terms, and provide procedures.

Policy: Liquor Licensing Authority

A. Establishment

The Jefferson County Liquor Licensing Authority (the Authority) is designated as the "local licensing authority" for the unincorporated portions of Jefferson County as defined by the Colorado Liquor Code and the Colorado Beer Code.

B. Authority and Responsibilities

1. The Authority shall:

- a. Have such authority as is granted to local licensing authorities by the Colorado Liquor Code and the Colorado Beer Code;
- b. Review requests for special event permits;
- c. Operate according to the procedures and requirements in The Beer, Liquor, and Dance Hall Licenses Policy and perform all tasks designated therein, including issue, cancel, and revoke dance hall licenses pursuant to 12-18-101, et seq., C.R.S. and hear appeals of denials of Dance Hall Licenses.

2. Any member of the Authority shall be authorized to sign a show cause order on behalf of the Authority and shall also be authorized to execute any Order drafted pursuant to a vote of the Authority imposing an authorized penalty for violation of the Liquor Code.

3. Hearings and Meetings

- a. The Authority is authorized to adopt bylaws governing any aspect of its hearings and actions not set forth herein or governed by state law or other county policy or regulation.

- b. Applications for transfer of ownership and for new licenses shall be scheduled to the extent possible to avoid hearings on fewer than two cases on one day.
- c. All hearings shall be held in the Jefferson County Administration and Courts Building and shall be electronically recorded.
- d. Agendas for all hearings shall be posted outside Hearing Room One at 100 Jefferson County Parkway, Golden CO 80419 in accordance with public notice requirements under the Colorado Open Meetings Law.
- e. Not less than once annually, the Authority shall meet with the Board of County Commissioners (BCC) to review the activities of the Authority during the preceding year. Either the BCC or the Authority may request intervening meetings to discuss any matter.

4. Remuneration

Members of the Authority shall be compensated at a rate to be established by the BCC.

C. Membership

1. Composition

- a. The Authority shall consist of three members and one alternate member.
- b. Members shall be Jefferson County residents, unless otherwise approved by the BCC, who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings. Members may not be an employee of a law enforcement agency in Jefferson County.

2. Terms

- a. Appointments shall be made for two-year staggered terms.
- b. Members may be reappointed.
- c. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

No member shall have any current interest in a liquor license under the jurisdiction of the Authority.

D. Staff Responsibilities and Authority

- 1. The Clerk to the Board's Office shall serve as staff to the Authority under the authority and supervision of the Jefferson County Clerk and Recorder. The Clerk to the Board may issue Dance Hall Licenses and Special Event Permits, as permitted by §12-48-107(4) C.R.S if no objections to the application have been

received, in the name of the Authority if the County Attorney determines the applicant has met all statutory requirements.

2. The County Attorney's Office shall serve as prosecutor for alleged liquor code violations.
3. The County Attorney's Office shall serve as legal advisor to the Authority if the Authority does not consist of attorneys who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings.
4. The advising Assistant County Attorney and the prosecuting Assistant County Attorney shall not discuss pending cases, shall maintain separate files, and shall in all other respects maintain complete separation of functions with respect to liquor licensing matters.

Title: Administrative Policy Cultural Council	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 4
	Effective Date August 9, 2016
Policy Custodian Board of County Commissioners	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): § 32-13-101, et seq., Colorado Revised Statutes (1989 Supplement); CC89-920, CC92-224, CC07-153, CC12-380

Purpose: To establish the Jefferson County Cultural Council, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Cultural Council

A. Establishment

The Jefferson County Cultural Council (the "Council") was established by the Jefferson County Board of County Commissioners (BCC) in accordance with the authority conferred by the Scientific and Cultural Facilities District Act (the "Act"), § 32-13-101, et seq., Colorado Revised Statutes (1989 Supplement).

B. Responsibilities

1. Duties

- a. The Council shall develop and submit to the Board of Directors of the Scientific and Cultural Facilities District an annual plan specifying the distribution of a percent of the revenues collected in Jefferson County for the purpose of supporting scientific and cultural facilities, in accordance with the Act (§ 32-13-107(3)(c)(II), C.R.S.). Such annual plan shall be submitted to the BCC for approval before submission to the Board of Directors of the Scientific and Cultural Facilities District.
- b. Jefferson County's share of the tax revenues generated in accordance with the Act, ("Funds" or the "Fund") shall be used to support non-profit organizations, which meet the requirements of section 501 (c)(3) of the federal Internal Revenue Code of 1986, as amended, whose primary purpose is to provide for the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement, or preservation of art, music, theater, dance, zoology, botany, or natural history or agencies of local government, which have such primary purpose, benefiting Jefferson County residents (in accordance with § 32-13-103(4), (7) and § 32-13-107(3)(b)(I)(A), C.R.S.).
- c. **Distribution of Funds:** Funds are available for general operating support and special projects as set forth in the bylaws of the Council.

2. Staff and Office

- a. The Council may designate locate, and relocate its business office and such other offices or divisions as in its judgment are needed to conduct the business of the Council. The office will be located within the boundaries of Jefferson County.
- b. Staff support for the Council may be provided by the Clerk to the Board or a designee.

3. Meetings

- a. All regular and special meetings of the Council shall be held at times set in accordance with the Council bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (§ 24-6-401, et seq, C.R.S. (2011)).
- b. Quorum. A quorum of the Council shall be four members. No official business of the Council shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Council or any committee or task force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members of the Council shall not be compensated.

D. Bylaws

1. The Council may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law other county policy or regulation.
2. The bylaws may be amended by at least four Council members present and voting at any regularly scheduled meeting of the Council or at any special meeting of the Council called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed to each Council member not less than ten days prior to the meeting at which such revisions or amendments are considered.

E. Membership

1. Composition

The Council shall be composed of representatives to be appointed by the BCC as follows: There shall be seven members of the Council: two members shall represent respectively each of the three Jefferson County Commissioner Districts, and one shall be at large. All representatives shall be residents of Jefferson County. The composition of the residences of the members shall reasonably reflect the ratio of county residents residing in incorporated and in unincorporated areas of Jefferson County.

2. Terms

- a. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.
- b. Council members' terms shall be for three years or until their successors have been chosen as appropriate. No member shall serve more than two succeeding three year terms. Before the conclusion of a Council member's first three-year term, the Council may recommend renewal or non-renewal of that member's appointment by majority vote in writing to the BCC.
- c. Officer terms shall be for one year. No Council member shall serve as Officer in the same office for more than two succeeding one-year terms.

3. Vacancies

Vacancies on the Council shall be created either by the resignation of a member, expiration of a member's term, or removal of the member from the Council by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

F. Funding Guidelines

1. The Council shall not discriminate against a grant applicant because of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual preference, age, physical handicap, veteran status, or political service or affiliation.
2. The distribution of funds shall be made in accordance with § 32-13-107(3)(c), C.R.S. to organizations who meet Scientific and Cultural Facilities District eligibility requirements and any other requirements as set forth in the Act. Specific funding guidelines are set forth in the Council bylaws.

Title: Administrative Policy Board and Commission Appointments	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 1
Policy Custodian Board of County Commissioners	Effective Date March 27, 2007 Adoption/Revision Date March 27, 2007 / May 17, 2013

Adopting Resolution(s): ~~CC07-150~~

References (Statutes/Resos/Policies): CC91-130, CC91-235, CC91-496, CC91-722, CC07-150

Purpose: To govern appointments to the various boards and commissions in Jefferson County and to govern contact between appointed board, commission and committee members and elected officials.

Policy: Board and Commission Appointments

- A. ~~Thisese~~ ~~Policyies are is~~ not intended to override statutory provisions, intergovernmental agreements, or other rules, regulations or charter provisions.
- B. Vacancies
The Board of County Commissioners (~~BCC~~-Office, or designee(s)), shall coordinate all applications and reappointments as necessary.
 1. Press releases, the county's website, and/or other county publications may be used to advertise vacancies.
 2. Board and commission applications shall be made ~~available~~ on the county website.
- C. Appointments
The ~~BCC Board of County Commissioners~~ shall appoint board and commission members by resolution at a public hearing. The ~~BCC Board of County Commissioner's Office, or designee,~~ shall contact the applicant. The ~~BCC Board of County Commissioner's Office, or designee,~~ shall coordinate with the boards' or commissions' staff or chairperson ~~secretary~~ as needed.
- D. Removal of an Appointee
 1. Appointees serve at the pleasure of the ~~BCC Board of County Commissioners~~ and, absent a statutory provision to the contrary, may be removed at the sole discretion of the ~~BCC Board~~.
 2. ~~Planning Commission, Board of Adjustment, and Board of Review, and Board of Trustees of the Library~~
The ~~BCC Board of County Commissioners~~ may remove an aAppointee to the ~~Planning Commission, Board of Adjustment or Board of Review~~ for cause, including, without limitation, nonperformance of duty or misconduct. The trustees of the Library may be removed upon a showing of good cause as defined in, but not limited to, the bylaws adopted by the Board of Trustees. Prior to ~~such~~

removal of any appointee, the BCCoard shall give the aAppointee a written notice of intent to remove, setting forth the reasons therefore for the removal and a date at which the appointee may appeal the removal for a public hearing before to the BCCoard. If the appointee chooses to appeal the removal, the appointee At the public hearing, the Appointee shall be given will have the opportunity to discuss and answer the charges made in the notice of intent to remove. Following the public hearing, the Board shall send the decision in writing by certified mail to the Appointee within three (3) working days of such hearing. The removal shall be effective as of the date of such decision. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

E. **Contacts Between Appointees and Elected Officials**

When meetings between appointed board and commission members and the BCCoard of County Commissioners or other elected officials are covered under the open meetings provisions of the Colorado Sunshine Act of 1972, Section 24-6-401, et seq., 10A, Colorado Revised Statutes, as amended (Senate Bill 91-33), the provision of such Act shall apply.

Title: Administrative Policy Sustainability Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 17
Policy Custodian Board of County Commissioners	Effective Date February 18, 2014 Adoption/Revision Date February 18, 2014

Adopting Resolution(s): [CG14-058](#)

References (Statutes /Resos/Policies): [CC14-058](#)

Purpose: To create an informational clearinghouse and an open compendium of sustainability best practices

Policy: Sustainability Commission

A. Establishment

The purpose of the Sustainability Commission ([the Commission](#)) is to create an informational clearinghouse and an open compendium of sustainability best practices.

B. Responsibilities

1. Identifying and articulating aspirational sustainability goals, objectives and voluntary targets for county government and industrial, commercial, residential and recreational sectors county-wide.

2. Provide expertise, resources and promote awareness in the area of sustainability. The Commission's work shall be advisory. Any citizen or business participation in any Commission program or initiatives is strictly voluntary.

3. Meetings

a. Regular meetings of the Commission shall be held a minimum of 6 times a year or more frequently as requested by a majority of the [eC](#)ommission members or by the Chair.

b. Special meetings may be called by the Chair at the request of a [gQ](#)uorum of the Commission.

c. All notices shall contain the date, time, place, and agenda of the meeting and shall be in writing and be sent to members at least five (5) days prior to the day of the meeting.

d. More than fifty percent (50%) of the members shall constitute a [gQ](#)uorum.

4. Staff

The Board of County Commissioners ([BCC](#)) may authorize staff.

5. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

The Commission shall be composed of nine (9) members to be appointed by the ~~BCC Board of County Commissioners~~. Members shall be chosen based on an area(s) of expertise within sustainability and shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each member shall be appointed for a three (3)-year term. Note: For the initial establishment of the ~~Committee Commission~~, three (3) members will have one-year terms, three (3) members will have two-year terms, and three (3) members will have three-year terms in order to stagger the term end dates.
- b. Members shall be subject to reappointment by the ~~Board of County Commissioners~~ BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the ~~BCC Board of County Commissioners~~.
- d. Members may be removed by the ~~BCC Board of County Commissioners~~ with or without cause prior to the expiration of their term.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

4. Vacancies

- a. Vacancies shall be filled by appointment by the ~~BCC Board of County Commissioners~~.
- b. The Commission may review the applications for appointment and make recommendations to the ~~BCC Board of County Commissioners~~ for vacancies that occur.

Title: Administrative Policy Liquor Licensing Authority	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 2
	Effective Date November 24, 2015
Policy Custodian Board of County Commissioners	Adoption/Revision Date November 24, 2015

Adopting Resolution(s): ~~CC15-446~~

References (Statutes/Resos/Policies): §12-18-101 C.R.S; CC97-358, CC97-605, CC00-341, CC03-514, CC07-151, CC15-446

Purpose: To establish the Liquor Licensing Authority, define its authorities, membership and terms, and provide procedures.

Policy: Liquor Licensing Authority

A. Establishment

The Jefferson County Liquor Licensing Authority (the Authority) is designated as the "local licensing authority" for the unincorporated portions of Jefferson County as defined by the Colorado Liquor Code and the Colorado Beer Code.

B. Authority and Responsibilities

1. The ~~Liquor Licensing~~-Authority shall:

- a. Have such authority as is granted to local licensing authorities by the Colorado Liquor Code and the Colorado Beer Code;
- b. Review requests for special event permits;
- c. Operate according to the procedures and requirements in The Beer, Liquor, and Dance Hall Licenses Policy and perform all tasks designated therein, including issue, cancel, and revoke dance hall licenses pursuant to 12-18-101, et seq., C.R.S. and hear appeals of denials of Dance Hall Licenses.

2. Any member of the ~~Liquor Licensing~~-Authority shall be authorized to sign a show cause order on behalf of the ~~Licensing~~-Authority and shall also be authorized to execute any Order drafted pursuant to a vote of the Authority imposing an authorized penalty for violation of the Liquor Code.

3. Hearings and Meetings

- a. The ~~Liquor Licensing~~-Authority is authorized to adopt bylaws governing any aspect of its hearings and actions not set forth herein or governed by state law or other county policy or regulation.

- b. Applications for transfer of ownership and for new licenses shall be scheduled to the extent possible to avoid hearings on fewer than two cases on one day.
- c. All hearings shall be held in the Jefferson County ~~Courts and~~ Administration and Courts Building and shall be electronically recorded.
- d. Agendas for all hearings shall be posted outside Hearing Room One at ~~the Jefferson County Courts and Administration Building~~ 100 Jefferson County Parkway, Golden CO 80419 in accordance with public notice requirements under the Colorado Open Meetings Law.
- e. Not less than once annually, the ~~Liquor Licensing~~ Authority shall meet with the Board of County Commissioners (BCC) to review the activities of the Authority during the preceding year. Either the ~~BCC~~ Board or the Authority may request intervening meetings to discuss any matter.

4. Remuneration

Members of the ~~Liquor Licensing~~ Authority shall be compensated at a rate to be established by the ~~BCC~~ Board of County Commissioners.

C. Membership

1. Composition

- a. The ~~Jefferson Liquor Licensing~~ Authority shall consist of three members and one alternate member.
- b. Members shall be ~~individuals Jefferson County residents, unless otherwise approved by the BCC,~~ who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings. Members may not be an employee of a law enforcement agency in Jefferson County.

2. Terms

- a. Appointments shall be made for two-year staggered terms.
- b. Members may be reappointed.
- c. Members may be removed by the ~~BCC~~ Board of County Commissioners with or without cause prior to the expiration of their term.

3. Conflict of Interest

No member shall have any current interest in a liquor license under the jurisdiction of the ~~Liquor Licensing Authority for Jefferson County, or be a member of a law enforcement agency in Jefferson County.~~

D. Staff Responsibilities and Authority

- 1. The Clerk to the Board's ~~O~~office shall serve as staff to the ~~Liquor Licensing~~ Authority under the authority and supervision of the Jefferson County Clerk and

Recorder. The Clerk to the Board may issue Dance Hall Licenses and Special Event Permits, as permitted by §12-48-107(4) C.R.S if no objections to the application have been received, in the name of the ~~Liquor Licensing~~ Authority if the County Attorney determines the aApplicant has met all statutory requirements.

2. The County Attorney's Office shall serve as prosecutor for alleged liquor code violations.
3. The County Attorney's Office shall serve as legal advisor to the Authority if the Authority does not consist of attorneys who are experienced with the Colorado Liquor Code and with the conduct of administrative hearings.
4. The advising Assistant County Attorney and the prosecuting Assistant County Attorney shall not discuss pending cases, shall maintain separate files, and shall in all other respects maintain complete separation of functions with respect to liquor licensing matters.

Title: Administrative Policy Cultural Council	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 4
	Effective Date October 23, 2012
Policy Custodian Board of County Commissioners	Adoption/Revision Date October 23, 2012

Adopting Resolution(s): CC12-380

References (Statutes /Resos/Policies): § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement); CC89-920, CC92-224, CC07-153, CC12-380

Purpose: To establish the Jefferson County Cultural Council, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Cultural Council

A. Establishment

The Jefferson County Cultural Council (the "Council") was established by the Jefferson County Board of County Commissioners (BCC) in accordance with the authority conferred by the Scientific and Cultural Facilities District Act (the "Act"), § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement).

B. Responsibilities

1. Duties

- a. The Council shall develop and submit to the Board of Directors of the Scientific and Cultural Facilities District an annual plan specifying the distribution of a percent of the revenues collected in Jefferson County for the purpose of supporting scientific and cultural facilities, in accordance with the Act (§ 32-13-107(3)(c)(II), C.R.S.). Such annual plan shall be submitted to the BCC Board of County Commissioners for approval before submission to the Board of Directors of the Scientific and Cultural Facilities District.
- b. Jefferson County's share of the tax revenues generated in accordance with the Act, ("Funds" or the "Fund") shall be used to support non-profit organizations, which meet the requirements of section 501 (c)(3) of the federal Internal Revenue Code of 1986, as amended, whose primary purpose is to provide for the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement, or preservation of art, music, theater, dance, zoology, botany, or natural history or agencies of local government, which have such primary purpose, benefiting Jefferson County residents (in accordance with § 32-13-103(4), (7) and § 32-13-107(3)(b)(I)(A), C.R.S.).
- c. Distribution of Funds: Funds are available for general operating support and special projects as set forth in the Bylaws of the Council.

2. Staff and Office

- a. The Council may designate locate, and relocate its business office and such other offices or divisions as in its judgment are needed to conduct the business of the Council. The office will be located within the boundaries of Jefferson County.
- b. Staff support for the Council may be provided by the Clerk to the Board or a designee.

3. Meetings

- a. All regular and special meetings of the Council shall be held at times set in accordance with the Council bBylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (§ 24-6-401, et seq, C.R.S. (2011)).
- b. Quorum. A quorum of the Council shall be four members. No official business of the Council shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Council or any committee or task force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members of the CouncilCommittee shall not be compensated.

D. Bylaws

1. The CouncilBoard may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law other county policy or regulation.
2. The bBylaws may be amended by at least four Council members present and voting at any regularly scheduled meeting of the Council or at any special meeting of the Council called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed to each Council member not less than ten days prior to the meeting at which such revisions or amendments are considered.

E. Membership

1. Composition-
The Council shall be composed of representatives to be appointed by the BCCBoard of County Commissioners as follows: There shall be seven members of the Council: two members shall represent respectively each of the three Jefferson County Commissioner Districts, and one shall be at large. All representatives shall be residents of Jefferson County. The composition of the residences of the members shall reasonably reflect the ratio of county residentscitizens residing in incorporated and in unincorporated areas of Jefferson County.

2. Terms

- a. Members serve at the pleasure of the BCCBoard of County Commissioners, and may be removed with or without cause, at the discretion of the BCCBoard of County Commissioners.
- b. Council members' terms shall be for three years or until their successors have been chosen as appropriate. No member shall serve more than two succeeding three year terms. Before the conclusion of a Council member's first three-year term, the Council may recommend renewal or non-renewal of that member's appointment by majority vote in writing to the BCC-Board of County Commissioners.
- c. Officer terms shall be for one year. No Council member shall serve as Officer in the same office for more than two succeeding one-year terms.

3. Vacancies

Vacancies on the Council shall be created either by the resignation of a member, expiration of a member's term, or removal of the member from the Council by the BCCBoard of County Commissioners. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

F. Funding Guidelines

1. The Council shall not discriminate against a grant applicant because of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual preference, age, physical handicap, veteran status, or political service or affiliation.
2. The distribution of funds shall be made in accordance with § 32-13-107(3)(c), C.R.S. to organizations who meet Scientific and Cultural Facilities District eligibility requirements and any other requirements as set forth in the Act. Specific funding guidelines are set forth in the Council bBylaws.

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Sobell, County Manager
RE: Parks – Policy Manual Part 2, Chapter 2, Section 3 Regarding the Open Space Advisory Committee Policy, Part 2, Chapter 2, Section 16 Regarding the Fairgrounds Advisory Committee Policy, Part 2, Chapter 2, Section 15 Regarding the CSU Extension Advisory Committee Policy
DATE: August 9, 2016

Staff Recommendation: WHEREAS, the existing Open Space Advisory Committee Policy, the Fairgrounds Advisory Committee Policy, and the CSU Extension Advisory Committee Policy have been amended for clarity and revised to include a Jefferson County residency requirement.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 2.2.3 regarding the Open Space Advisory Committee Policy, 2.2.16 regarding the Fairgrounds Advisory Committee Policy, and 2.2.15 regarding the CSU Extension Advisory Committee Policy are hereby rescinded and replaced with the policies attached hereto, effective August 9, 2016.

Resolution No. CC16-

CC 16 - 3 1 7

Background:

Staff proposes to revise the Open Space Advisory Committee Policy, the Fairgrounds Advisory Committee Policy, and the CSU Extension Advisory Committee Policy for clarity. A Jefferson County residency requirement has been added.

BCC Briefing Presented on August 2, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

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Title: Administrative Policy Open Space Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 3
	Effective Date August 9, 2016
Policy Custodian Open Space Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): 1972 Resolution, CC80-711, CC81-227, CC81-420, CC86-110, CC86-259A, CC86-269, CC86-927, CC86-969, CC87-112, CC87-731, CC87-882, CC87-942, CC88-53, CC90-99, CC90-100, CC91-447, CC92-726, CC94-153, CC98-665, CC06-138, CC06-235, CC07-152

Purpose: To establish the Open Space Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Open Space Advisory Committee

A. Establishment

The purpose of the Committee is to make recommendations to the county regarding selection, development, maintenance, preservation and use of Open Space land in accordance with the Responsibilities Section of this policy and as set forth in the Enabling Resolutions, and to establish priorities therefor.

The Committee may, by separate and additional resolution, recommend to the Board of County Commissioners (BCC) such rules and regulations as may be required to implement the Jefferson County Open Space Program in the best interest and preservation of the public peace, health, safety, morals, and welfare of the citizens of Jefferson County. All rules and regulations are designed to assure that all Open Space Funds shall be used for the purposes set forth in the Enabling Resolutions, and to perform such other functions as authorized by law and the BCC.

B. Responsibilities

1. Recommendations

The Committee shall review and make recommendations to the BCC regarding the following:

- a. Open Space budget.
- b. Terms of Purchase and Sale Agreements as to Real Property Interests.
- c. All Local Park and Recreation Grant Program and Nonprofit Grant Program requests.
- d. Purchase, sale, lease, or transfers of water rights.
- e. All acquisitions, dispositions, trades and gifts of interests in real property.

- f. The naming of County Open Space parks.
 - g. When appropriate, intergovernmental agreements.
 - h. Such other matters as the Director deems appropriate.
2. Work with Staff
The Committee shall work with Open Space staff regarding the following:
- a. The periodic development of and revisions to the Open Space Master Plan.
 - b. Review of all new Open Space parks and major Open Space facility development conceptual plans and associated development budgets in advance of commencing development of Open Space parks and/or trails.
3. Meetings
- a. The Committee may meet with cities, districts, citizen's/homeowners groups, etc. when deemed necessary, regarding matters relevant to the Open Space Program.
 - b. The Committee shall meet annually with the BCC to review the expenditures of all of the net proceeds from the approved Open Space sales tax made for the preceding two (2) years, and of the proposed expenditures to be made in future years, with a view to establishing priorities therefor, and to review the status of the Open Space Program.
 - c. All Committee members and alternate members are expected to attend all meetings and field trips. All Committee members and alternate members shall endeavor to inform the Open Space Division Director in advance if they will not be attending a regularly scheduled meeting.
 - d. Types of Meetings
 - (1) All regular meetings and study sessions of the Committee shall be held as determined by the Committee. No official action on any matter will be taken while in a study session.
 - (2) Special meetings of the Committee may be called by the Chair or by a majority of the members of the Committee. Notice of any special meeting of the Committee shall be given at least twenty-four (24) hours in advance of said meeting either by telephone or in writing delivered to all of the members.
 - (3) The Committee may, by two-thirds vote of the quorum present, go into executive session to consider and discuss any matters as may be provided by law. No official action on any matter may be taken while in executive session, other than approval of the minutes of an executive session.

4. Remuneration
Committee members and alternate members shall be compensated as authorized by the BCC for attendance at scheduled meetings and field trips of the total Committee.

C. Membership

1. Committee Composition

- a. The Committee shall be residents of Jefferson County, unless otherwise approved by the BCC.
- b. The Committee shall be composed of representatives to be appointed by the BCC as follows:
 - 1) Three (3) representatives of municipal government selected from lists of nominees submitted by individual municipalities located wholly or partly within Jefferson County.
 - 2) Three (3) representatives of Jefferson County government (including one professional planner employed by Jefferson County).
 - 3) Three (3) residents of Jefferson County at-large.
 - 4) One (1) representative from Park and Recreation Districts selected from lists of nominees submitted by Park and Recreation Districts located wholly or partly within Jefferson County.
 - 5) Alternate members may be appointed at the discretion of the BCC.

2. Terms

- a. Each Committee member shall be appointed for a period of three (3) years, unless a vacancy is otherwise created.
- b. Appointment of alternate members shall be for a period of two (2) years, unless a vacancy is otherwise created.
- c. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the sole discretion of the BCC.

3. Vacancies

Vacancies on the Committee shall be created either by the resignation of a member, expiration of a member's term or removal of the member from the Committee by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

4. Conflict of Interest

- a. As a matter of policy, the Committee members and alternate members shall strive to promote public confidence in the Committee by assuring the people of the impartiality and integrity of Committee members and alternate

members. As such, all Committee members and alternate members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or of a conflict with the public trust.

- b. It shall be a conflict of interest for a Committee member or alternate member to have a personal interest in any business transaction within that member's area of influence on the Committee. In the event of such a conflict, or if for any other reason, the Committee member or alternate member believes a conflict of interest or the appearance of impropriety or of a conflict with the public trust exists, the Committee member or alternate member shall immediately disclose the interest to the Chair of the Committee and immediately disqualify himself or herself from making any decisions involving such business transaction or other relationship.

5. Officers

- a. The Committee shall elect its officers on an annual basis. The term of all officers shall be one (1) year, or until removed or replaced.
- b. It shall be the responsibility of the Chair to preside at all meetings, to appoint all standing and temporary committees, and to coordinate with staff on agendas for all regular and study meetings of the Committee. The Chair shall also appoint all subcommittees and designate the chair thereof.
- c. In the case of absence or disability of the Chair, the Vice-Chair shall perform the functions of the office of the Chair. The Committee may choose to elect two alternate Vice-Chairs. By motion, the Committee shall determine the manner in which the Chair's responsibilities shall be assumed by a Vice-Chair.
- d. The Committee's Secretary shall be responsible for attesting to all resolutions approved by the Committee.
- e. In the case of absence or disability of the Secretary, the Secretary Pro-Tem shall perform the functions of the office of the Secretary.

D. Procedures

1. The Committee shall conduct its business as required by law and according to the agenda prepared for each meeting. The agenda may be revised or amended at any time by majority vote, subject to applicable public notice requirements.
2. At a public Committee meeting, a presentation may be made by the party submitting a proposal. Public comment may be accepted at this meeting. Before the Committee takes action on a proposal, the staff may make recommendations, and the Committee may discuss the proposal, prior to making a decision.
3. No official business of the Committee can be conducted without a quorum present. A quorum of the Committee shall be at least six (6) members.
4. All Resolutions of the Committee shall be forwarded to the BCC for review.

5. Voting

- a. Each Committee member shall be entitled to and must be present to vote.
- b. No proxy votes shall be allowed.
- c. Unless otherwise indicated in these Policies, all matters shall be determined by the vote of a majority of the members, and all motions shall be determined by an affirmative vote of a majority of the members of the Committee.
- d. When there are less than ten (10) Committee members eligible to vote on any matter, the Chair shall authorize, on a rotating basis, one or more alternate members to vote, until (10) members are eligible to vote.
- e. Prior to voting on whether to acquire an interest in real property, at least six (6) voting members of the Committee shall have viewed the real property. The real property may have been viewed by field trip, video or other electronic or visual media.
- f. For purposes of recommending any changes to these Policies and Procedures, all motions shall be determined by the affirmative vote of seven (7) members at any scheduled meeting of the Committee.

Title: Administrative Policy Fairgrounds Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 16
	Effective Date August 9, 2016
Policy Custodian Fairgrounds Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): CC93-517, CC12-403

Procedures: Fairgrounds Advisory Committee Bylaws

Purpose: To establish the Fairgrounds Advisory Committee, specify its membership and terms, and define its responsibilities.

Policy: Fairgrounds Advisory Committee

A. Establishment

The Fair Advisory Board was established in 1967 without clear direction of roles. The Board of County Commissioner's Resolution No. CC93-517 confirmed its establishment and defined its role to address Fairgrounds capital improvements, allowable uses of the Fairgrounds and significant policy updates.

B. Responsibilities

1. Duties

The specific functions and responsibilities of the Fairgrounds Advisory Committee (the Committee) shall include reviewing and advising on the following to the Board of County Commissioners (BCC):

- Capital improvement needs at the Fairgrounds,
- Allowable uses of the Fairgrounds facilities,
- Facility rental fee structure,
- Updates to the Fairgrounds Master Plan,
- Proposals and/or resolution of significant conflicts involving Fairgrounds users, neighbors or other stakeholders,
- Additional duties upon request of the BCC.

2. Staff and Office

The Fairgrounds Director or his/her designee shall staff the Committee.

3. Meetings

- a. All regular and special meetings of the Committee shall be held at times set in accordance with the Committee bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law.

- b. Quorum. A quorum of the Committee shall be four members. No official business of the Committee shall be conducted without a quorum present.
 - c. Meeting Location. All the meetings of the Committee or any subcommittee or task force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.
- C. Remuneration

Each Committee member shall receive fifteen dollars, (\$15.00), per regular meeting at which they are in attendance and shall not be entitled to any further compensation, property or funds for the performance of their duties, nor shall any member receive any pecuniary profit or in-kind benefit from their involvement with the Committee.
- D. Bylaws

The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law, or other county policy or regulation.
- E. Membership
 - 1. Composition

The Committee shall be composed of seven (7) members to be appointed by the BCC. Members shall be Jefferson County residents, unless otherwise approved by the BCC.
 - 2. Terms
 - a. Each Committee member shall be appointed for a three (3) year term. Terms will be staggered with at least two (2) Committee positions being appointed/re-appointed each year.
 - b. Committee members shall be subject to reappointment by the BCC upon application for renewal.
 - c. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.
 - 3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself/herself from making any decisions involving the interest.
 - 4. Vacancies

Vacancies shall be filled by appointment by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

Title: Administrative Policy CSU Extension Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 15
	Effective Date August 9, 2016
Policy Custodian CSU Extension Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): C.R.S. 23-34-104(4); CC12-174

Purpose: To establish the Colorado State University Extension Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: CSU Extension Advisory Committee

A. Establishment

The Jefferson County Colorado State University (CSU) Extension Advisory Committee (the Committee) was established November 7, 1961.

B. Responsibilities

1. The specific functions and responsibilities of the Committee shall include:
 - a. Understand the core program areas of the CSU Extension in Jefferson County.
 - b. Assist in identifying the needs and concerns of the community and county related to natural resources, horticulture, youth development and family and consumer services.
 - c. Provide input to the CSU Extension Director regarding the development and implementation of educational programs and priorities within CSU Extension's expertise.
 - d. Suggest resources and delivery methods to address identified priorities.
 - e. Serve as liaison among the citizens of Jefferson County, the Board of County Commissioners (BCC) and CSU Extension.
 - f. Communicate the benefits and impacts of CSU Extension programs and services with decision makers and citizens.

2. Meetings

- a. Regular meetings of the Committee shall be quarterly on the 3rd Thursdays of January, April, July and October. Notice shall be in writing or email and shall be sent to members at least seven (7) days prior to the day of the meeting.
- b. Special meetings may be called by the Chair at the request of the majority of the Committee members. Notice shall be in writing, email, or by telephone at least seven (7) days prior to the day of the meeting.
- c. All notices shall contain the date, time, place, and agenda of the meeting.
- d. More than fifty percent (50%) of the members shall constitute a quorum.
- e. The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

3. Staff

The CSU Extension Director or his/her designee shall staff the Committee.

4. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

- a. The Committee shall be composed of 7 members to be appointed by the BCC.
- b. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Each member shall be appointed for a three (3)-year term and may serve two (2) consecutive terms. Terms shall begin on April 1, unless otherwise determined by resolution of the BCC.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation or, based on a recommendation from the Committee, is terminated by the BCC because of two unexcused absences in one 12 month period.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

4. Vacancies

Vacancies shall be filled by appointment by the BCC.

Title: Administrative Policy Open Space Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 3
	Effective Date <u>March 27, 2007</u>
Policy Custodian Open Space Division	Adoption/Revision Date <u>March 27, 2007</u>

Adopting Resolution(s): CC07-152

References (Statutes /Resos/Policies): 1972 Resolution, CC80-711, CC81-227, CC81-420, CC86-110, CC86-259A, CC86-269, CC86-927, CC86-969, CC87-112, CC87-731, CC87-882, CC87-942, CC88-53, CC90-99, CC90-100, CC91-447, CC92-726, CC94-153, CC98-665, CC06-138, CC06-235, CC07-152

Purpose: To establish the Open Space Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Open Space Advisory Committee

A. Establishment

The purpose of the Committee is to make recommendations to the county regarding selection, development, maintenance, preservation and use of Open Space land in accordance with the Responsibilities Section of this policy and as set forth in the Enabling Resolutions, and to establish priorities therefor.

The Committee may, by separate and additional resolution, recommend to the Board of County Commissioners (BCC) such rules and regulations as may be required to implement the Jefferson County Open Space Program in the best interest and preservation of the public peace, health, safety, morals, and welfare of the citizens of Jefferson County. All rules and regulations are designed to assure that all Open Space Funds shall be used for the purposes set forth in the Enabling Resolutions, and to perform such other functions as authorized by law and the BCC.

B. Responsibilities

1. Recommendations

The Committee shall review and make recommendations to the BCC regarding the following:

- a. Open Space budget.
- b. Terms of Purchase and Sale Agreements as to Real Property Interests.
- c. All Local Park and Recreation Grant Program and Nonprofit Grant Program requests, Joint Venture and Grant Requests from cities and other appropriate entities.
- d. Purchase, sale, lease, or transfers of water rights.

- e. All acquisitions, dispositions, trades and gifts of interests in real property.
 - f. The naming of County Open Space parks.
 - g. When appropriate, intergovernmental agreements.
 - h. Such other matters as the Director deems appropriate.
2. Work with Staff
The Committee shall work with Open Space staff regarding the following:
- a. The periodic development of and revisions to the Open Space Master Plan.
 - b. Review of all new Open Space parks and major Open Space facility development conceptual plans and associated development budgets in advance of commencing development of Open Space parks and/or trails.
3. Meetings
- a. The Committee may meet with cities, districts, citizen's/homeowners groups, etc. when deemed necessary, regarding matters relevant to the Open Space Program.
 - b. The Committee shall meet annually with the BCC to review the expenditures of all of the net proceeds from the approved Open Space sales tax made for the preceding two (2) years, and of the proposed expenditures to be made in future years, with a view to establishing priorities therefor, and to review the status of the Open Space Program.
 - c. All Committee members and alternate members are expected to attend all meetings and field trips. All Committee members and alternate members shall endeavor to inform the Open Space Division Director in advance if they will not be attending a regularly scheduled meeting.
 - d. Types of Meetings
 - (1) All regular meetings and study sessions of the Committee shall be held as determined by the Committee. No official action on any matter will be taken while in a study session.
 - (2) Special meetings of the Committee may be called by the Chairman or by a majority of the members of the Committee. Notice of any special meeting of the Committee shall be given at least twenty-four (24) hours in advance of said meeting either by telephone or in writing delivered to all of the members.
 - (3) The Committee may, by two-thirds vote of the quorum present, go into executive session to consider and discuss any matters as may be provided by law. No official action on any matter may be taken while in executive session, other than approval of the minutes of an executive session.

4. Remuneration
Committee members and alternate members shall be compensated as authorized by the BCC for attendance at scheduled meetings and field trips of the total Committee.

C. Membership

1. Committee Composition

- a. ~~The Committee shall be residents of Jefferson County, unless otherwise approved by the BCC.~~
- b. The Committee shall be composed of representatives to be appointed by the BCC as follows:
 - 1) a. — Three (3) representatives of municipal government selected from lists of nominees submitted by individual municipalities located wholly or partly within Jefferson County.
 - 2) b. — Three (3) representatives of Jefferson County government (including one professional planner employed by Jefferson County).
 - 3) c. — Three (3) ~~citizens~~ residents of Jefferson County-at-large.
 - 4) d. — One (1) representative from Park and Recreation Districts selected from lists of nominees submitted by Park and Recreation Districts located wholly or partly within Jefferson County.
 - 5) e. — Alternate members may be appointed at the discretion of the BCC.

2. Terms

- a. Each Committee member shall be appointed for a period of three (3) years, unless a vacancy is otherwise created.
- b. Appointment of alternate members shall be for a period of two (2) years, unless a vacancy is otherwise created.
- c. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the sole discretion of the BCC.

3. Vacancies

Vacancies on the Committee shall be created either by the resignation of a member, expiration of a member's term or removal of the member from the Committee by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

4. Conflict of Interest

- a. As a matter of policy, the Committee members and alternate members shall strive to promote public confidence in the Committee by assuring the people

of the impartiality and integrity of Committee members and alternate members. As such, all Committee members and alternate members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or of a conflict with the public trust.

- b. It shall be a conflict of interest for a Committee member or alternate member to have a personal interest in any business transaction within that member's area of influence on the Committee. In the event of such a conflict, or if for any other reason, the Committee member or alternate member believes a conflict of interest or the appearance of impropriety or of a conflict with the public trust exists, the Committee member or alternate member shall immediately disclose the interest to the Chairman of the Committee and immediately disqualify himself or herself from making any decisions involving such business transaction or other relationship.

5. Officers

- a. The Committee shall elect its officers on an annual basis. The term of all officers shall be one (1) year, or until removed or replaced.
- b. It shall be the responsibility of the Chairman to preside at all meetings, to appoint all standing and temporary committees, and to coordinate with staff on agendas for all regular and study meetings of the Committee. The Chairman shall also appoint all subcommittees and designate the chairman thereof.
- c. In the case of absence or disability of the Chairman, the Vice-Chairman shall perform the functions of the office of the Chairman. The Committee may choose to elect two alternate Vice-ChairmenChairs. By motion, the Committee shall determine the manner in which the Chairman's responsibilities shall be assumed by a Vice-Chairman.
- d. The Committee's Secretary shall be responsible for attesting to all resolutions approved by the Committee.
- e. In the case of absence or disability of the Secretary, the Secretary Pro-Tem shall perform the functions of the office of the Secretary.

D. Procedures

1. The Committee shall conduct its business as required by law and according to the agenda prepared for each meeting. The agenda may be revised or amended at any time by majority vote, subject to applicable public notice requirements.
2. At the a public Committee meeting, a presentation may be made by the party submitting the a proposal. Public comment may be accepted at this meeting. Before the Committee takes action on a proposal, the staff may make recommendations, and the Committee may discuss that issuethe proposal, prior to making a decision.
3. No official business of the Committee can be conducted without a quorum present. A quorum of the Committee shall be at least six (6) members.

4. All Resolutions of the Committee shall be forwarded to the BCC for review.

5. Voting

- a. Each Committee member shall be entitled to and must be present to vote.
- b. No proxy votes shall be allowed.
- c. Unless otherwise indicated in these Policies, all matters shall be determined by the vote of a majority of the members, and all motions shall be determined by an affirmative vote of a majority of the members of the Committee.
- d. When there are less than ten (10) Committee members eligible to vote on any matter, the Chair~~man~~ shall authorize, on a rotating basis, one or more alternate members to vote, until (10) members are eligible to vote.
- e. Prior to voting on whether to acquire an interest in real property, at least six (6) voting members of the Committee shall have viewed the real property. The real property may have been viewed by field trip, video or other electronic or visual media.
- f. For purposes of recommending any changes to these Policies and Procedures, all motions shall be determined by the affirmative vote of seven (7) members at any scheduled meeting of the Committee.

Title: Administrative Policy Fairgrounds Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 16
	Effective Date <u>November 13, 2012</u>
Policy Custodian Fairgrounds Division	Adoption/Revision Date <u>November 13, 2012</u>

Adopting Resolution(s): CC12-403

References (Statutes /Resos/Policies): CC93-517, CC12-403

Procedures: Fairgrounds Advisory Committee Bylaws

Purpose: To establish the Fairgrounds Advisory Committee, specify its membership and terms, and define its responsibilities.

Policy: Fairgrounds Advisory Committee

A. Establishment

The Fair Advisory Board was established in 1967 without clear direction of roles. ~~On March 29, 1967~~ The Board of County Commissioner's Resolution No. CC93-517 confirmed its establishment and defined its role to address Fairgrounds capital improvements, allowable uses of the Fairgrounds and significant policy updates.

B. Responsibilities

1. Duties

The specific functions and responsibilities of the Fairgrounds Advisory Committee (the Committee) shall include reviewing and advising on the following to the Board of County Commissioners (BCC):

- Capital improvement needs at the Fairgrounds,
- Allowable uses of the Fairgrounds facilities,
- Facility rental fee structure,
- Updates to the Fairgrounds Master Plan,
- Proposals and/or resolution of significant conflicts involving Fairgrounds users, neighbors or other stakeholders,
- Additional duties upon request of the BCC Board of County Commissioners.

2. Staff and Office

The Fairgrounds Director or his/her designee shall staff the Advisory Committee.

3. Meetings

- a. All regular and special meetings of the Committee shall be held at times set in accordance with the Committee bBylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (~~§ 24-6-401, et seq.~~ C.R.S. (2011)).

- b. Quorum. A quorum of the Committee shall be four members. No official business of the Committee shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Committee or any subcommittee or task force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. ~~Renumeration~~Remuneration

Each Committee member shall receive fifteen dollars, (\$15.00), per regular meeting at which they are in attendance and shall not be entitled to any further compensation, property or funds for the performance of their duties, nor shall any member receive any pecuniary profit or in-kind benefit from their involvement with the ~~committee~~Committee.

D. Bylaws

The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law, or other cCounty policy or regulation.

E. Membership

1. Composition

The Committee shall be composed of seven (7) members to be appointed by the BCCBoard of County Commissioners. Members shall be Jefferson County residents, unless otherwise approved by hip composition is at the discretion of the BCCBoard of County Commissioners.

2. Terms

- a. Each Committee member shall be appointed for a three (3) year term. Terms will be staggered with at least two (2) Committee positions being appointed/re-appointed each year.
- b. Committee members shall be subject to reappointment by the BCCBoard of County Commissioners upon application for renewal.
- c. Members serve at the pleasure of the BCCBoard of County Commissioners, and may be removed with or without cause, at the discretion of the BCCBoard of County Commissioners.

34. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself/herself from making any decisions involving the interest.

43. Vacancies

Vacancies shall be filled by appointment by the BCCBoard of County Commissioners. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

Title: Administrative Policy CSU Extension Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 15
	Effective Date <u>May 1, 2012</u>
Policy Custodian CSU Extension Division	Adoption/Revision Date <u>May 1, 2012</u>

Adopting Resolution(s): CC12-174

References (Statutes /Resos/Policies): C.R.S. 23-34-104(4); CC12-174

Purpose: To establish the Colorado State University Extension Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: CSU Extension Advisory Committee

A. Establishment

The Jefferson County Colorado State University (CSU) Extension Advisory Committee (the Committee) was established November 7, 1961.

B. Responsibilities

1. The specific functions and responsibilities of the ~~Jefferson County CSU Extension Advisory~~ Committee shall include:

- a. Understand the core program areas of the ~~Colorado State University~~ CSU Extension in Jefferson County.
- b. Assist in identifying the needs and concerns of the community and county related to natural resources, horticulture, youth development and family and consumer services.
- c. Provide input to the CSU Extension Director regarding the development and implementation of educational programs and priorities within CSU Extension's expertise.
- d. Suggest resources and delivery methods to address identified priorities.
- e. Serve as liaison among the citizens of Jefferson County, the Board of County Commissioners (BCC) and CSU Extension.
- f. Communicate the benefits and impacts of CSU Extension programs and services with decision makers and citizens.

2. Meetings

- a. Regular meetings of the ~~Advisory~~ Committee shall be quarterly on the 3rd Thursdays of January, April, July and October. Notice shall be in writing or email and shall be sent to members at least seven (7) days prior to the day of the meeting.
 - b. Special meetings may be called by the Chair at the request of the majority of the ~~Advisory~~ Committee members. Notice shall be in writing, email, or by telephone at least seven (7) days prior to the day of the meeting.
 - c. All notices shall contain the date, time, place, and agenda of the meeting.
 - d. More than fifty percent (50%) of the members shall constitute a quorum.
 - e. The ~~Advisory~~ Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
3. Staff
The CSU Extension Director or his/her designee shall staff the ~~Advisory~~ Committee.
 4. Remuneration
Members shall not be compensated.

C. Membership

1. Composition

- a. The ~~Advisory~~ Committee shall be composed of 7 members to be appointed by the BCCBoard of County Commissioners.
- b. Members shall be Jefferson County residents, unless otherwise approved by hip composition is at the discretion of the BCCBoard of County Commissioners.

2. Terms

- a. Each member shall be appointed for a three (3)-year term and may serve two (2) consecutive terms. Terms shall begin on April 1, unless otherwise determined by resolution of the BCCBoard of County Commissioners.
- b. Members shall be subject to reappointment by the BCCBoard of County Commissioners upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation or, based on a recommendation from the ~~Advisory~~ Committee, is terminated by the BCCBoard of County Commissioners because of two unexcused absences in one 12 month period.
- d. Members may be removed by the BCCBoard of County Commissioners with or without cause prior to the expiration of their term.

3. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

43. Vacancies

Vacancies shall be filled by appointment by the BCCBoard of County Commissioners.

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM: Ralph Schell, County Manager
RE: Finance and Information Technology – Policy Manual Part 2, Chapter 2, Section 13 Regarding the Audit Committee Policy
DATE: August 9, 2016

Staff Recommendation: WHEREAS, the existing Audit Committee Policy has been amended for clarity and revised to include a Jefferson County residency requirement.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policy 2.2.13 regarding the Audit Committee is hereby rescinded and replaced with the policy attached hereto, effective August 9, 2016.

Resolution No. CC16-

CC 16 - 3 1 8

Background:

Staff proposes to revise the Audit Committee Policy for clarity. A Jefferson County residency requirement has been added.

BCC Briefing Presented on August 2, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Kate Newman, Deb Freischlag, Holly Bjorklund

Title: Administrative Policy Audit Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 13
	Effective Date August 9, 2016
Policy Custodian Finance and Information Technology Department	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): CC12-059, CC13-169

Purpose: To establish the Audit Committee, specify its membership and terms, and define its responsibilities.

Policy: Audit Committee

A. Establishment

The purpose of the Audit Committee (Committee) is to assist the county in its evaluation of internal controls, reporting practices, and audit findings.

B. Responsibilities

1. The Committee shall make recommendations to the Board of County Commissioners (BCC) regarding a work plan for the upcoming fiscal year.
2. The Finance and Information Technology (FIT) Department will provide staff resources to the Committee in support of completing the work plan. These duties may include organizing meeting logistics, taking minutes and disseminating them to the committee members and the BCC, and providing internal research, as deemed necessary. If the Committee requires audit or other related services beyond the ability of the internal staff resources provided, it may request the BCC to engage an outside consultant at the expense of the BCC.
3. It is the responsibility of the county to engage an independent audit firm to conduct routine audits. It is the responsibility of the county and the independent auditor to be the primary determinant that the county's financial statements and disclosures are complete and accurate and in accordance with generally accepted accounting principles and applicable rules and regulations.
4. Responsibilities of the Committee could or may include:
 - Make recommendations in the selection of the independent audit firm.
 - Review the independent auditors' proposed audit scope; make recommendations to the BCC regarding the scope.

- Review the county's audited financial statements (presented by the independent auditors).
- Review the single audit report (presented by the independent auditors).
- Review other relevant official public financial information as needed.
- Review significant accounting and reporting issues encountered during the annual external audit and understand any impact on the financial statements.
- Review the independent auditors' reports and communications.
- Review with the independent auditors any issues encountered with management and staff during the audit.
- Assess performance of the independent auditors and provide feedback to the FIT Director, Accounting Director, or BCC as necessary.
- Review the comprehensive framework of the internal control structure and the County Policies and Procedures.
- Identify areas of risk and recommend areas for further review and audit of internal controls, policies and procedures.
- Provide feedback on any significant issues or concerns that are identified while performing these responsibilities.
- Advise the BCC, the FIT Director and the Accounting Director on any significant issues brought to the Committee by any auditor or consultant.
- Advise the FIT Director or Accounting Director on any insignificant issues brought to the Committee by any auditor or consultant.

5. Meetings

a. Regular Meetings

Regular meetings of the Committee shall be held a minimum of four times a year, or more frequently as requested by a majority of the Committee members or by the Chair.

b. Special Meetings

Special meetings may be called by the Chair or at the request of a quorum of the Committee.

c. Notice of Meetings

- (1) Notice of Regular Meetings shall be sent or e-mailed to members and the BCC at least ten (10) calendar days prior to the day of the meeting.
- (2) Notice of Special Meetings shall be sent or e-mailed to members and the BCC at least (3) calendar days prior to the day of the meeting.
- (3) All notices shall contain the following information: (1) the date, time, and place of the meeting; and (2) the agenda for said regular meeting, or the purpose or purposes for which a special meeting is called.
- (4) The Chair shall submit the agenda to the FIT Director or Accounting Director at least ten (10) calendar days before the regularly scheduled meeting.

(5) Notices, including agendas of regular and special meetings, shall be posted at:
Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County Administration and Courts Building
100 Jefferson County Parkway
Golden, CO 80419

d. Meeting Location

All the meetings of the Committee shall be held in the Jefferson County Administration and Courts Building.

6. Bylaws

- a. The Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
- b. Amendments to the bylaws may be determined at any regular meeting by a quorum of the members present at the meeting.

7. Remuneration

Members of the Committee shall not be compensated.

8. Quorum

Fifty percent of the appointed members shall constitute a quorum.

C. Membership

1. Composition

The Committee shall be comprised of five members. County Elected Officials, Appointed Officials, or county staff may not be a member of the Committee. Committee members shall be Jefferson County residents, unless otherwise approved by the BCC, and will be chosen based on expertise in the following areas:

- a. An understanding of generally accepted accounting principles, including those relevant standards for local and government accounting and financial reporting issued by the Governmental Accounting Standards Board; an understanding of financial statements, and generally accepted auditing standards. Working knowledge of the enabling laws and regulations that the government operates within would be valuable.
- b. Ability to assess the general application of the foregoing principles and standards in connection with the accounting for estimates accruals, external restrictions and reserves.
- c. Experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that can reasonably be expected to be raised by the organization's financial operations.
- d. An understanding of internal controls and procedures for financial reporting.

- e. Basic understanding of an audit committee function and responsibility to the organization.
- f. A basic understanding of the operational environment and structure of a statutorily-defined county government in Colorado.

2. Terms

- a. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.
- b. Members may be removed by a quorum of the Committee at any regular meeting because of two consecutive unexcused absences.
- c. Unless their term is earlier terminated as provided above or the member vacates the position, the BCC intends an appointment of a member to be for a two (2) year term ending March 31st. The BCC intends to re-appoint a member to the committee for a maximum of four consecutive two-year terms (8 years). Note: For the initial establishment of the Committee, two members will have one-year terms and three members will have two-year terms in order to stagger the term end dates. A member may continue to serve after a term has expired while a new appointment is pending.

3. Conflict of Interest

No member shall vote on any issue on which the member has a direct or indirect financial interest.

4. Vacancies

Vacancies shall be filled by appointment by the BCC.

Title: Administrative Policy Audit Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 13
	Effective Date April 30, 2013
Policy Custodian Finance and Information Technology Department	Adoption/Revision Date April 30, 2013

Adopting Resolution(s): ~~CC13-169~~

References (Statutes /Resos/Policies): CC12-059, CC13-169

Purpose: To establish the Audit Committee, specify its membership and terms, and define its responsibilities.

Policy: Audit Committee

A. Establishment

The purpose of the Audit Committee (Committee) is to assist the county in its evaluation of internal controls, reporting practices, and audit findings.

B. Responsibilities

1. The Committee shall make recommendations to the Board of County Commissioners (BCC) regarding a work plan for the upcoming fiscal year.
2. The Finance and Information Technology (FIT) Department will provide staff resources to the Committee in support of completing the work plan. These duties may include organizing meeting logistics, taking minutes and disseminating them to the committee members and the BCC, and providing internal research, as deemed necessary. If the Committee requires audit or other related services beyond the ability of the internal staff resources provided, it may request the BCC to engage an outside consultant at the expense of the BCC.
3. It is the responsibility of the county to engage an independent audit firm to conduct routine audits. It is the responsibility of the county and the independent auditor to be the primary determinant that the county's financial statements and disclosures are complete and accurate and in accordance with generally accepted accounting principles and applicable rules and regulations.

4. Responsibilities of the ~~audit~~eCCommittee could or may include:

- Make recommendations in the selection of the independent audit firm.
- Review the independent auditors' proposed audit scope; make recommendations to the BCC regarding the scope.

- Review the county's audited financial statements (presented by the independent auditors).
- Review the single audit report (presented by the independent auditors).
- Review other relevant official public financial information as needed.
- Review significant accounting and reporting issues encountered during the annual external audit and understand any impact on the financial statements.
- Review the independent auditors' reports and communications.
- Review with the independent auditors any issues encountered with management and staff during the audit.
- Assess performance of the independent auditors and provide feedback to the FIT Director, Accounting Director, or BCC as necessary.
- Review the comprehensive framework of the internal control structure and the County Policies and Procedures.
- Identify areas of risk and recommend areas for further review and audit of internal controls, policies and procedures.
- Provide feedback on any significant issues or concerns that are identified while performing these responsibilities.
- Advise the BCC, the FIT Director and the Accounting Director on any significant issues brought to the Committee by any auditor or consultant.
- Advise the FIT Director or Accounting Director on any insignificant issues brought to the Committee by any auditor or consultant.

5. Meetings

a. Regular Meetings

Regular meetings of the Committee shall be held a minimum of four times a year, or more frequently as requested by a majority of the Committee members or by the Chair.

b. Special Meetings

Special meetings may be called by the Chair or at the request of a quorum of the Committee.

c. Notice of Meetings

(1) Notice of Regular Meetings shall be sent or e-mailed to members and the BCC at least ten (10) calendar days prior to the day of the meeting.

(2) Notice of Special Meetings shall be sent or e-mailed to members and the BCC at least (3) calendar days prior to the day of the meeting.

(3) All notices shall contain the following information: (1) the date, time, and place of the meeting; and (2) the agenda for said regular meeting, or the purpose or purposes for which a special meeting is called.

(4) The Chair shall submit the agenda to the FIT Director or Accounting Director at least ten (10) calendar days before the regularly scheduled meeting.

(5) Notices, including agendas of regular and special meetings, shall be posted at:

Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County Administration and Courts Building
100 Jefferson County Parkway
Golden, CO 80419

- d. Meeting Location
All the meetings of the Committee shall be held in the Jefferson County Administration and Courts Building.

6e. Bylaws

- a. ~~(1)~~ The ~~Committee~~**Board** may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
- b. ~~(2)~~ Amendments to the bylaws may be determined at any regular meeting by a quorum of the members present at the meeting.

76. Remuneration

Members of the Committee shall not be compensated.

78. Quorum

Fifty percent of the appointed members shall constitute a quorum.

C. Membership

1. Composition

The Committee shall be comprised of five members. ~~County Elected O~~**Appointed O**fficials, ~~a~~**Appointed O**fficials, or county staff may not be a member of the Committee. Committee members shall be Jefferson County residents, unless otherwise approved by the BCC, and will be chosen based on expertise in the following areas:

- a. An understanding of generally accepted accounting principles, including those relevant standards for local and government accounting and financial reporting issued by the Governmental Accounting Standards Board; an understanding of financial statements, and generally accepted auditing standards. Working knowledge of the enabling laws and regulations that the government operates within would be valuable.
- b. Ability to assess the general application of the foregoing principles and standards in connection with the accounting for estimates accruals, external restrictions and reserves.
- c. Experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that can reasonably be expected to be raised by the organization's financial operations.
- d. An understanding of internal controls and procedures for financial reporting

- e. Basic understanding of an audit committee function and responsibility to the organization.
- f. A basic understanding of the operational environment and structure of a statutorily-defined county government in Colorado.

2. Terms

a. Members serve at the pleasure of the ~~BCCBoard of County Commissioners~~, and may be removed with or without cause, at the discretion of the ~~BCCBoard of County Commissioners~~.

3b. Members may be removed by a quorum of the Committee at any regular meeting because of two consecutive unexcused absences.

4c. Unless their term is earlier terminated as provided above or the member vacates the position, the BCC intends an appointment of a member to be for a two (2) year term ending March 31st. The ~~BCCBoard of County Commissioners~~ intends to re-appoint a member to the committee for a maximum of four consecutive two-year terms (8 years). Note: For the initial establishment of the Committee, two members will have one-year terms and three members will have two-year terms in order to stagger the term end dates. A member may continue to serve after a term has expired while a new appointment is pending.

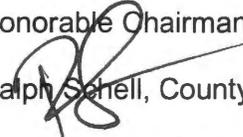
63. Conflict of Interest

No member shall vote on any issue on which the member has a direct or indirect financial interest.

45. Vacancies

Vacancies shall be filled by appointment by the ~~BCCBoard of County Commissioners~~.

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schnell, County Manager
RE: Development and Transportation – Policy Manual Part 2, Chapter 2, Section 8 Regarding the Board of Review Policy, Part 2, Chapter 2, Section 9 Regarding the Planning Commission Policy, Part 2, Chapter 2, Section 14 Regarding the Historical Commission Policy
DATE: August 9, 2016

Staff Recommendation: WHEREAS, the existing Historical Commission Policy has been amended for clarity and revised to include a Jefferson County residency requirement, and

WHEREAS, the existing Board of Review Policy and the Planning Commission Policy have been amended for clarity and revised to include a Jefferson County residency requirement and a provision regarding removal of members.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 2.2.8 regarding the Board of Review Policy, 2.2.9 regarding the Planning Commission Policy, and 2.2.14 regarding the Historical Commission Policy are hereby rescinded and replaced with the policies attached hereto, effective August 9, 2016.

Resolution No. CC16-

CC 16 - 3 1 9

Background:

The Historical Commission Policy has been amended for clarity. A Jefferson County residency requirement has been added. The Board of Review Policy and the planning Commission Policy have been amended for clarity. A Jefferson County residency requirements has been added Language regarding removal of a member has been added.

BCC Briefing Presented on August 2, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Kate Newman, Jeanie Rossillon, John Wolforth, Becky Baker, Gay Ummel, Kourtney Hartmann, David Wunderlich

Title: Administrative Policy Board of Review	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 8
	Effective Date August 9, 2016
Policy Custodian Building Safety	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): §30-28-206, C.R.S. 1973; CC83-131, CC07-155

Purpose: To establish the Board of Review, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Board of Review

- A. Establishment
Section 30-28-206, C.R.S. 1973 provides that the Board of County Commissioners (BCC) may provide for a Board of Review.
- B. Responsibilities
 - 1. Duties: The Board of Review may:
 - a. In appropriate cases and subject to appropriate principles, standards, rules, conditions and safeguards set forth in the building code, make special exceptions to the terms of the Building Code in harmony with their general purpose and intent.
 - b. Suggest amendments to the Building Code for the consideration of the BCC.
 - c. Adopt substantive rules and regulations based on the provisions of the Building Code adopted by the BCC.
 - 2. The Board of Review shall not have the authority to waive requirements of the Building Code.
 - 3. Staff
The Division of Building Safety shall provide staff to record all meetings.

4. Meetings

a. Regular Meetings:

- (1) Regular meetings shall be held, if convenient, on the third Thursday of each month. Additional regular meetings, may be called by the Chair to transact current business.
- (2) The Board of Review shall consider only evidence and data presented to it in the application and at the hearing for purposes of rendering a decision. The Board of Review members are not required to investigate and seek out additional and pertinent information, however, they may do so if they desire, on a "no pay" basis.

b. Special meetings may be called by the Chair of the Board of Review.

c. Meeting Agenda

- (1) Notices, including agendas of regular and special meetings, shall be posted at:
Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County Administration and Courts Building
100 Jefferson County Parkway
Golden, CO 80419
- (2) The Secretary of the Board of Review shall prepare the agenda for meetings and shall mail copies thereof to each member at least 7 days before any meeting.

d. All regular and special meetings shall be conducted at the Administration and Courts Building at 100 Jefferson County Parkway.

e. Quorum

- (1) Regular Meetings: Two (2) regular members or one (1) regular member and one (1) alternate shall constitute a quorum.
- (2) Special Meetings: Two (2) regular members, or one (1) regular member and one (1) alternate shall constitute a quorum.

f. In the event the Board of Review fails to meet within two (2) weeks of either the time scheduled for a regular meeting or the time called for a special meeting, the Chief Building Official shall notify the BCC of the circumstances and basis for delay and the pending cases to be heard by the Board of Review.

g. If any regular member will be absent or if he wishes to abstain from voting on a case, the regular member must arrange for the alternate to sit on the Board of Review prior to the start of said case.

- h. When less than three (3) regular members and alternates are present, and upon request by any party prior to the hearing, the Chair may, at his discretion, order the matter continued until such time as a full board will be present to hear the matter.

5. Remuneration

- a. Members of the Board of Review shall be compensated for attendance of regular or special meetings and inspections when required for action and as authorized by the BCC.
- b. Alternate members shall receive remuneration for regular or special meetings and inspections when required for action of the Board of Review when a regular member is absent and the alternate is qualified and authorized to act in place of the absent member at said meeting. Alternates will receive the same remuneration as a regular member when sitting for a regular member.

C. Membership

1. Composition

The Board of Review shall be composed of representatives to be appointed by the BCC. There shall be three (3) regular members. Alternate members may be appointed at the discretion of the BCC. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Terms shall be for three (3) years beginning on January 31, and shall be so arranged so that the term of at least one (1) member will expire each year. Appointment of alternate members shall be for a period of one (1) year beginning on January 31.
- b. The BCC may remove an appointee to the Board of Review for cause, including, without limitation, nonperformance of duty or misconduct. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee chooses to appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

3. Conflict of Interest

Any member having affiliations with applicants shall refrain from comment on those applications, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those applications.

4. Vacancies

Vacancies on the Board of Review shall be created by the resignation, expiration of term, or removal from office by the BCCof an appointed member. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

5. Officers

The officers shall consist of a Chair, Vice-Chair, and Secretary elected yearly with no member serving as Chair for more than two (2) consecutive years.

D. Appeals and Approvals

1. Appeals to the Board of Review may be taken by any person aggrieved by his inability to obtain a building permit or by any officer, department, board or bureau of the county affected by the grant or refusal of the building permit.
2. All applications for a hearing shall be in writing and filed with the Chief Building Official and shall contain the following information:
 - a. The name and address of the person appealing from the denial of the building permit and who is to receive notification of the decision.
 - b. A complete statement of the case including any pertinent evidence or exhibits which are to be reviewed by the Board of Review in connection with an application and hearing.
 - c. A notation of all Colorado statutes or building code provisions, interpretations, or decisions of the Building Official which are involved in the appeal.
 - d. Additional information as required by the Building Official.
3. The Board of Review, in its sole discretion, may reject any application because of insufficient or inaccurate information or the submission of an appeal over which it has no jurisdiction.
4. The Board of Review or any voting member thereof may inspect any building or property which is the subject of any hearing. Such inspection may be made at any time after the application is filed and before a decision is reached on the application. No inspection shall be undertaken except upon notice to the applicant and the Chief Building Official of the time and place of the inspection.
5. Hearing Procedures
 - a. The appellant or his representative shall be present at the hearing.
 - b. The Building Official or his designee shall present his evidence and recommendations of the case being called by the Chair.
 - c. The applicant shall then present his evidence and recommendations and reasons for the request of variance. Any interested parties or citizens may then present evidence towards the case being heard.

- d. Cross examination shall be by questions and may be done by any member at any point in time from any applicant or interested parties during the course of the hearing.
 - e. The Chair shall determine whether the Board of Review shall deliberate immediately following the presentation of the case or whether deliberation shall be deferred until after presentation of all cases on the agenda for the meeting.
 - f. After hearing and deliberation, the Chair may call for a motion approving or disapproving the application which was the subject of the hearing. The motion shall be made for the adoption of specific findings of fact, conclusions of law, and reasons for the decision.
 - g. The Chair may recess any meeting to allow time for preparation of a proper motion.
 - h. The Chair may request that a proposed motion and findings be prepared by a member, the applicant, the Building Official or the County Attorney for approval or disapproval at a later meeting of the Board of Review.
 - i. Decisions
 - (1) Decisions of the Board of Review shall be based on substantial evidence contained in the record and only the evidence admissible to the request of the variance.
 - (2) Any matter may be tabled for discussion and decision at the next regular meeting of the Board of Review if, in the opinion of the majority of the members of the Board of Review, there is need for additional evidence, inspection or advice of counsel or for any other substantial reason.
6. Any appellant that requests a special meeting of the Board of Review or a rehearing of a previous case shall submit a fee of One Hundred Dollars (\$100.00) which shall accompany the application for a special meeting.

E. Review of the Code

Suggested amendments to the Building Code may be submitted by the Board of Review to the BCC for consideration from time to time as the Board of Review deems appropriate. The Board of Review may consider any proposed amendments recommended by the Chief Building Official.

F. Amendments

The supplemental rules of procedure of the Board of Review may be adopted or amended at any scheduled meeting of the Board of Review. In no case, however, shall these supplemental rules become effective until a public hearing thereon has been conducted by the Board of Review. Notice of the hearing, stating its time and place and where the text of the proposed substantive rules and regulations may be inspected shall be given in the same manner as provided in the Colorado Revised Statutes for the adoption of the Building Code.

Title: Administrative Policy Planning Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 9
	Effective Date August 9, 2016
Policy Custodian Planning and Zoning Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): § 30-28-103, 30-28-104, 30-28-106, 30-28-110, 30-28-111, 30-28-116, 30-28-133, 32-1-202, C.R.S. 1973; CC96-177, CC04-104, CC07-156, CC08-167, CC11-349, CC13-423

Purpose: To establish the Planning Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Planning Commission

A. Establishment

The Planning Commission was appointed by the Jefferson County Board of County Commissioners (BCC) to act in accordance with the authority established in the Colorado Revised Statutes.

B. Membership

1. Composition

The BCC has established, through appointments, a Planning Commission consisting of up to seven (7) regular members and two (2) associate members pursuant to Section 30-28-103, as amended. All members shall be residents of Jefferson County.

2. Tenure

The term of appointed regular members shall be three (3) years and that of associate members shall be one (1) year or until their respective successors have been appointed, but the terms of office shall be staggered by making appointments so that approximately one-third of the members' terms expire each year.

3. Appointments

a. The BCC typically appoints new members of the Planning Commission in March of each year, but the BCC has the discretion to make appointments at any time.

b. The BCC may remove an appointee to the Planning Commission for cause, including, without limitation, nonperformance of duty or misconduct. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee

chooses to appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

C. Bylaws

The Planning Commission may adopt bylaws governing any aspect of its membership, meetings, and actions not inconsistent with policy or other law including Federal, State or other county policy, law, or regulation.

D. Meetings

1. Time

All regular meetings of the Planning Commission shall be held at times set in accordance with the Jefferson County Planning Commission Bylaws and applicable law.

2. Quorum

A quorum of the Planning Commission shall be five members. No official business of the Planning Commission shall be conducted without a quorum present.

E. Remuneration

All members of the Planning Commission shall be compensated for scheduled meetings and documented field trips at a rate to be established by the BCC.

F. Staff

There shall be a staff secretary to the Planning Commission who shall be responsible for attesting to all resolutions approved by the Planning Commission. The staff secretary shall be appointed and removed by the Director of the Planning and Zoning Division.

Title: Administrative Policy Historical Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 14
	Effective Date August 9, 2016
Policy Custodian Planning and Zoning Division	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): CC74-110, CC12-173

Purpose: To establish the Jefferson County Historical Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Historical Commission

A. Establishment

The Jefferson County Historical Commission (Commission) was established by the Board of County Commissioners (BCC) in 1974 to coordinate historical activities, including the development of local history and the preservation of historical sites within the county.

B. Responsibilities

1. The responsibility of the Commission shall be to encourage and engender stewardship of the history of Jefferson County. Specifically, the Commission shall:
 - a. Coordinate the historical activities of Jefferson County and act as a liaison with national, state and local historical organizations.
 - b. Prepare and disseminate historical materials about Jefferson County's past.
 - c. Promote and support various historical and educational programs.
 - d. Identify, research and actively participate in the preservation of historical sites within Jefferson County.
 - o Assist the appropriate governmental entities in developing procedures or guidelines for identifying and/or designating and preserving official historical sites in Jefferson County.
 - o Assist property owners with the identification, designation and preservation of historical sites in Jefferson County.
2. The Commission may participate in various organizational grant programs, with no financial obligation on Jefferson County's part, which provide financial assistance for the preservation of historical sites, or other historical programs.
3. Meetings
 - a. Regular meetings of the Commission shall be held monthly. Notice shall be in writing and shall be sent to members at least ten (10) days prior to the day of the meeting.

- b. Special meetings may be called by the Chair at the request of five (5) members of the Commission. Notice shall be in writing or by telephone at least seven (7) days prior to the day of the meeting.
- c. All notices shall contain the date, time, place, and agenda of the meeting.
- d. More than fifty percent (50%) of the members shall constitute a quorum.
- e. The Commission may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

4. Staff

The BCC may authorize staff and funding.

5. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

The Commission shall be composed of members to be appointed by the BCC and shall be Jefferson County residents, unless otherwise approved by the BCC. Membership composition is at the discretion of the BCC, however, in general, the membership shall be composed as follows:

- a. Two (2) members from each of the three (3) County Commissioner Districts (a total of six (6)).
- b. Five (5) county-wide (at large) members.
- c. All currently appointed members (as of the effective date of this policy) shall remain as members and shall be eligible for reappointment regardless of the above membership limits.

2. Terms

- a. Each member shall be appointed for a three (3)-year term.
- b. Members shall be subject to reappointment by the BCC upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the BCC.
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Vacancies

- a. Vacancies shall be filled by appointment by the BCC.
- b. The Commission may review the applications for appointment and make recommendations to the BCC for vacancies that occur.

4. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

Title: Administrative Policy Board of Review	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 8
	Effective Date March 27, 2007
Policy Custodian Building Safety	Adoption/Revision Date March 27, 2007

Adopting Resolution(s): CC07-155

References (Statutes /Resos/Policies): §30-28-206, C.R.S. 1973; CC83-131, CC07-155

Purpose: To establish the Board of Review, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Board of Review

A. Establishment

Section 30-28-206, C.R.S. 1973 provides that the Board of County Commissioners (BCC) may provide for a Board of Review.

B. Responsibilities

1. Duties: The Board of Review may:

- a. In appropriate cases and subject to appropriate principles, standards, rules, conditions and safeguards set forth in the building code, make special exceptions to the terms of the Building Code in harmony with their general purpose and intent.
- b. Suggest amendments to the Building Code for the consideration of the BCC Board of County Commissioners.
- c. Adopt substantive rules and regulations based on the provisions of the Building Code adopted by the BCC Board of County Commissioners.

2. The Board of Review shall not have the authority to waive requirements of the Building Code.

3. Staff

The Division of Building Safety shall provide staff to record all meetings.

4. Meetings

a. Regular Meetings:

- (1) Regular meetings shall be held, if convenient, on the third Thursday of each month. Additional regular meetings, may be called by the Chair~~man~~ to transact current business.
 - (2) The Board of Review shall consider only evidence and data presented to it in the application and at the hearing for purposes of rendering a decision. The Board of Review members are not required to investigate and seek out additional and pertinent information, however, they may do so if they desire, on a "no pay" basis. ~~(CC83-131)~~
- b. Special meetings may be called by the Chair~~man~~ of the Board of Review.
- c. Meeting Agenda
- (1) Notices, including agendas of regular and special meetings, shall be posted at:
Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County ~~Courts and~~ Administration and Courts Building
100 Jefferson County Parkway
Golden, CO 80419
 - (2) The Secretary of the Board of Review shall prepare the agenda for ~~the~~ Board meetings and shall mail copies thereof to each ~~Board~~-member at least 7 days before any meeting.
- d. All regular and special meetings shall be conducted at the Administration and Courts Building at 100 Jefferson County Parkway.
- e. Quorum
- (1) Regular Meetings: Two (2) regular members or one (1) regular member and one (1) alternate shall constitute a quorum.
 - (2) Special Meetings: Two (2) regular members, or one (1) regular member and one (1) alternate shall constitute a quorum.
- f. In the event the Board of Review fails to meet within two (2) weeks of either the time scheduled for a regular meeting or the time called for a special meeting, the Chief Building Official shall notify the BCCBoard of County Commissioners of the circumstances and basis for delay and the pending cases to be heard by the Board of Review.
- g. If any regular member will be absent or if he wishes to abstain from voting on a case, the regular member must ~~appoint an~~ arrange for the alternate to sit on the Board of Review prior to the start of said case.
- h. When less than three (3) regular members and alternates are present, and upon request by any party prior to the hearing, the Chair~~man~~ may, at his discretion, order the matter continued until such time as a full board will be present to hear the matter.

5. Remuneration

- a. Members of the Board of Review shall be compensated for attendance of regular or special meetings and inspections when required for ~~Board~~ action and as authorized by the ~~BCC Board of County Commissioners~~.
- b. Alternate members shall receive remuneration for regular or special meetings and inspections when required for ~~Board~~ action of the Board of Review when a regular member is absent and the alternate is qualified and authorized to act in place of the absent member at said meeting. Alternates will receive the same remuneration as a regular member when sitting for a regular member.

C. Membership

1. Composition

The Board of Review shall be composed of representatives to be appointed by the ~~BCC Board of County Commissioners as follows:~~ there shall be three (3) regular members. Alternate members may be appointed at the discretion of the ~~BCC Board of County Commissioners~~. Members shall be Jefferson County residents, unless otherwise approved by the BCC.

2. Terms

- a. Terms shall be for three (3) years beginning on January 31, and shall be so arranged so that the term of at least one (1) member will expire each year. Appointment of alternate members shall be for a period of one (1) year beginning on January 31.
- b. The BCC may remove an appointee to the Board of Review for cause, including, without limitation, nonperformance of duty or misconduct. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee chooses to appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

34. Conflict of Interest

Any member having affiliations with applicants shall refrain from comment on those applications, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those applications.

43. Vacancies

Vacancies on the Board of Review shall be created by the resignation, expiration of term, or removal from office by the ~~BCC Board of County Commissioners~~ of an appointed member. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

5. Officers

The officers shall consist of a Chairman, Vice-Chairman, and Secretary elected yearly with no member serving as Chairman for more than two (2) consecutive years.

D. Appeals and Approvals

1. Appeals to the Board of Review may be taken by any person aggrieved by his inability to obtain a building permit or by any officer, department, board or bureau of the county affected by the grant or refusal of the building permit.
2. All applications for a hearing shall be in writing and filed with the Chief Building Official and shall contain the following information:
 - a. The name and address of the person appealing from the denial of the building permit and who is to receive notification of the decision.
 - b. A complete statement of the case including any pertinent evidence or exhibits which are to be reviewed by the Board of Review in connection with an application and hearing.
 - c. A notation of all Colorado statutes or building code provisions, interpretations, or decisions of the Building Official which are involved in the appeal.
 - d. Additional information as required by the Building Official.
3. The Board of Review, in its sole discretion, may reject any application because of insufficient or inaccurate information or the submission of an appeal over which it has no jurisdiction.
4. The Board of Review or any voting member thereof may inspect any building or property which is the subject of any hearing. Such inspection may be made at any time after the application is filed and before a decision is reached on the application. No inspection shall be undertaken except upon notice to the applicant and the Chief Building Official of the time and place of the inspection.
5. Hearing Procedures
 - a. The appellant or his representative shall be present at the hearing.
 - b. The Building Official or his designee shall present his evidence and recommendations of the case being called by the Chairman.
 - c. The applicant shall then present his evidence and recommendations and reasons for the request of variance. Any interested parties or citizens may then present evidence towards the case being heard.
 - d. Cross examination shall be by questions and may be done by any Board member at any point in time from any applicant or interested parties during the course of the hearing.

- e. The Chair~~man~~ shall determine whether the Board of Review shall deliberate immediately following the presentation of the case or whether deliberation shall be deferred until after presentation of all cases on the agenda for the meeting.
 - f. After hearing and deliberation, the Chair~~man~~ may call for a motion approving or disapproving the application which was the subject of the hearing. The motion shall be made for the adoption of specific findings of fact, conclusions of law, and reasons for the decision.
 - g. The Chair~~man~~ may recess any meeting to allow time for preparation of a proper motion.
 - h. The Chair~~man~~ may request that a proposed motion and findings be prepared by a member~~of the Board~~, the applicant, the Building Official or the County Attorney for approval or disapproval at a later meeting of the Board of Review.
 - i. Decisions
 - (1) Decisions of the Board of Review shall be based on substantial evidence contained in the record and only the evidence admissible to the request of the variance.
 - (2) Any matter may be tabled for discussion and decision at the next regular meeting of the Board of Review if, in the opinion of the majority of the members of the Board of Review, there is need for additional evidence, inspection or advice of counsel or for any other substantial reason.
6. Any appellant that requests a special meeting of the Board of Review or a rehearing of a previous case shall submit a fee of One Hundred Dollars (\$100.00) which shall accompany the application for a special meeting.

E. Review of the Code

Suggested amendments to the Building Code may be submitted by the Board of Review to the ~~Board of County Commissioners~~BCC for consideration from time to time as the Board of Review deems appropriate. The Board of Review may consider any proposed amendments recommended by the Chief Building Official.

F. Amendments

The supplemental rules of procedure of the Board of Review may be adopted or amended at any scheduled meeting of the Board of Review. In no case, however, shall these supplemental rules become effective until a public hearing thereon has been conducted by the Board of Review. Notice of the hearing, stating its time and place and where the text of the proposed substantive rules and regulations may be inspected shall be given in the same manner as provided in the Colorado Revised Statutes for the adoption of the Building Code.

Title: Administrative Policy Planning Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 9
	Effective Date <u>November 12, 2013</u>
Policy Custodian Planning and Zoning Division	Adoption/Revision Date <u>November 12, 2013</u>

Adopting Resolution(s): CC13-423

References (Statutes /Resos/Policies): § 30-28-103, 30-28-104, 30-28-106, 30-28-110, 30-28-111, 30-28-116, 30-28-133, 32-1-202, C.R.S. 1973; CC96-177, CC04-104, CC07-156, CC08-167, CC11-349, CC13-423

Purpose: To establish the Planning Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Planning Commission

A. Establishment

The Planning Commission was appointed by the Jefferson County Board of County Commissioners (BCC) to act in accordance with the authority established in the Colorado Revised Statutes.

B. Membership

1. Composition

The BCC Board of County Commissioners has established, through appointments, a Planning Commission consisting of up to seven (7) regular members and two (2) associate members pursuant to Section 30-28-103, as amended. All members shall be residents of Jefferson County.

2. Tenure

The term of appointed regular members shall be three (3) years and that of associate members shall be one (1) year or until their respective successors have been appointed, but the terms of office shall be staggered by making appointments so that approximately one-third of the members' terms expire each year.

3. Appointments

a. The BCC Board of County Commissioners typically appoints new members of the Planning Commission in March of each year, but the BCC Board has the discretion to make appointments at any time.

b. The BCC may remove an appointee to the Planning Commission for cause, including, without limitation, nonperformance of duty or misconduct. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee

chooses to appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

C. Bylaws

The Planning Commission may adopt bylaws governing any aspect of its membership, meetings, and actions not inconsistent with policy or other law including Federal, State or other county policy, law, or regulation.

D. Meetings

1. Time-

All regular meetings of the Planning Commission shall be held at times set in accordance with the Jefferson County Planning Commission Bylaws and applicable law.

2. Quorum

A quorum of the Planning Commission shall be five members. No official business of the Planning Commission shall be conducted without a quorum present.

E. Remuneration

All members of the Planning Commission shall be compensated for scheduled meetings and documented field trips at a rate to be established by the BCC Board of County Commissioners.

F. Staff

There shall be a staff secretary to the Planning Commission who shall be responsible for attesting to all resolutions approved by the Planning Commission. The staff secretary shall be appointed and removed by the Director of the Planning and Zoning Division.

Title: Administrative Policy Historical Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 14
	Effective Date May 1, 2012
Policy Custodian Planning and Zoning Division	Adoption/Revision Date May 1, 2012

Adopting Resolution(s): CC12-173

References (Statutes /Resos/Policies): CC74-110, CC12-173

Purpose: To establish the Jefferson County Historical Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Historical Commission

A. Establishment

The Jefferson County Historical Commission (Commission) was established by the Board of County Commissioners (BCC) in 1974 to coordinate historical activities, including the development of local history and the preservation of historical sites within the county.

B. Responsibilities

1. The responsibility of the ~~Jefferson County Historical~~ Commission shall be to encourage and engender stewardship of the history of Jefferson County. Specifically, the Commission shall:

- a. Coordinate the historical activities of Jefferson County and act as a liaison with national, state and local historical organizations.
- b. Prepare and disseminate historical materials about Jefferson County's past.
- c. Promote and support various historical and educational programs.
- d. Identify, research and actively participate in the preservation of historical sites within Jefferson County.
 - o Assist the appropriate governmental entities in developing procedures or guidelines for identifying and/or designating and preserving official historical sites in Jefferson County.
 - o Assist property owners with the identification, designation and preservation of historical sites in Jefferson County.

2. The ~~Historical~~ Commission may participate in various organizational grant programs, with no financial obligation on Jefferson County's part, which provide financial assistance for the preservation of historical sites, or other historical programs.

3. Meetings

- a. Regular meetings of the Commission shall be held monthly. Notice shall be in writing and shall be sent to members at least ten (10) days prior to the day of the meeting.

- b. Special meetings may be called by the Chair at the request of five (5) members of the Commission. Notice shall be in writing or by telephone at least seven (7) days prior to the day of the meeting.
- c. All notices shall contain the date, time, place, and agenda of the meeting.
- d. More than fifty percent (50%) of the members shall constitute a quorum.
- e. The Commission may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

4. Staff

The BCCBoard of County Commissioners may authorize staff and funding.

5. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

The Commission shall be composed of members to be appointed by the BCCBoard of County Commissioners and shall be Jefferson County residents, unless otherwise approved by the BCC. Membership composition is at the discretion of the BCCBoard of County Commissioners, however, in general, the membership shall be composed as follows:

- a. Two (2) members from each of the three (3) County Commissioner Districts (a total of six (6)).
- b. Five (5) county-wide (at large) members.
- c. All currently appointed members (as of the effective date of this policy) shall remain as members and shall be eligible for reappointment regardless of the above membership limits.

2. Terms

- a. Each member shall be appointed for a three (3)-year term.
- b. Members shall be subject to reappointment by the BCCBoard of County Commissioners upon application for renewal.
- c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated by the Commission because of three consecutive unexcused absences, or is revoked by the BCCBoard of County Commissioners.
- d. Members may be removed by the BCCBoard of County Commissioners with or without cause prior to the expiration of their term.

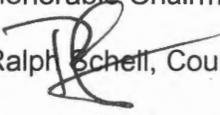
3. Vacancies

- a. Vacancies shall be filled by appointment by the BCCBoard of County Commissioners.
- b. The Commission may review the applications for appointment and make recommendations to the BCCBoard of County Commissioners for vacancies that occur.

4. Conflict of Interest

Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or conflict with the public trust. In the event of such conflict, the member shall disclose the interest to the Chair and immediately disqualify himself or herself from making any decisions involving the interest.

MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners
FROM:  Ralph Schell, County Manager
RE: Human Services – Policy Manual Part 2, Chapter 2, Section 5 Regarding the Tri-County Workforce Development Board Policy and Part 2, Chapter 2, Section 7 Regarding the Community Services Advisory Board Policy
DATE: August 9, 2016

Staff Recommendation: WHEREAS, the existing Tri-County Workforce Development Board Policy has been updated to comply with the recently amended Career Advancement Act of 2016 and the Federal Workforce Innovation and Opportunity Act of 2014, and

WHEREAS, the existing Community Services Advisory Board Policy has been amended for clarity and to change membership from a maximum of nine members to a minimum of nine members.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policies 2.2.5 regarding the Tri-County Workforce Development Board Policy and 2.2.7 regarding the Community Services Advisory Board Policy are hereby rescinded and replaced with the policies attached hereto, effective August 9, 2016.

Resolution No. CC16-

CC 16 - 3 2 0

Background:

The Tri-County Workforce Board Policy was updated to comply with recently amended Career Advancement Act of 2016 and the Federal Workforce Innovation and Opportunity Act of 2014. The makeup of the board is set by federal statute as well as in the IGA.

The Community Services Advisory Board Policy has been amended for clarity. Membership was changed from a maximum of 9 members to a minimum of 9 members. The makeup of the board is set by federal statute as well as in the IGA.

BCC Briefing Presented on August 2, 2016

Prepared by: Kate Newman

Distribution

Original returned to: Kate Newman

Copies to: Kate Newman, Nathan Walker, Missy Gildhouse, Gay Ummel

Title: Administrative Policy Tri-County Workforce Development Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 5
	Effective Date August 9, 2016
Policy Custodian Workforce Development	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes/Resos/Policies): CC97-107, CC00-404, CC06-157, CC07-057, CC13-422

Purpose: To provide guidance for the Tri-County Workforce Development Board in compliance with the Colorado Career Advancement Act of 2016 and the Federal Workforce Innovation and Opportunity Act of 2014.

Policy: Tri-County Workforce Development Board

A. Establishment

The Colorado Career Advancement Act of 2016 (CCAA) and the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) (together known as the "Acts") mandate the establishment of the Tri-County Workforce Development Board (the "Development Board") to provide policy guidance to the county commissioners on all aspects of the Workforce Development system with service delivery in the counties of Clear Creek, Gilpin and Jefferson.

B. Responsibilities

1. In compliance with the Acts, the Development Board shall be responsible for:
 - a. Developing the local plan, ,
 - b. Workforce research and labor market analysis,,
 - c. Convening, brokering, and leveraging local resources,
 - d. Employer engagement,
 - e. Career Pathways development,
 - f. Identification and promotion of proven and promising practices,
 - g. Developing strategies for using technology to maximize accessibility and effectiveness of programs,
 - h. Program oversight,

- i. Negotiation of local performance accountability measures,
 - j. Selection of operations and providers,
 - k. Coordination with education providers,
 - l. Accessibility for individuals with disabilities, and
 - m. Memorandums of Understanding and One-Stop certification.
2. The Development Board shall adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
 3. The Development Board will forward membership recommendations and resignations to the Jefferson County Board of County Commissioners.
 4. The Development Board shall operate within its budget.
 5. Members of the Development Board shall not be compensated.
 6. Jefferson County shall provide staff to the Development Board. To accomplish the purposes of the Development Board, staff shall provide services, information and other necessary professional assistance.
 7. Allowable Development Board Expenses
Development Board members may be reimbursed, with prior approval of the Development Board Chair and the Community and Workforce Development Division Director, for expenses incurred on behalf of the Development Board, provided expenses are in line with the Development Board's operating budget and in compliance with federal, state, and local policies and procedures.

C. Membership

1. The WIOA requires that a majority of the members be from the business community.
2. Development Board members shall consist of decision-making individuals reflective of the business demographics in the local area and leaders from the workforce system, education, and economic development. These individuals must represent entities located in the local area. Where such entities do not exist, individuals must represent entities located in the planning region.
3. The Jefferson County Board of County Commissioners have full appointment and discharge authority over all appointments. The Clear Creek County Board of County Commissioners and the Gilpin County Board of County Commissioners reserve the right to nominate a business member from their respective county.

4. The remaining members will be appointed by the Jefferson County Board of County Commissioners in compliance with the balance of membership required on the Development Board by the Acts.
5. All members of the Development Board will be voting members.
6. The number of members on the Development Board may vary so long as the requirements of the Acts have been met.
7. Terms
 - a. Appointments shall be made for two-year staggered terms, beginning July 1.
 - b. A member may not serve more than four consecutive terms unless the Development Board has recommended reappointment and the member's qualifications are necessary to meet the WIOA requirements for Development Board composition.
 - c. An officer may serve no more than one two-year term in each office.
 - d. If a member is appointed to fill an unexpired term, that member shall be considered to have filled one term provided that the appointment is for eight or more months.
 - e. Members may be removed by the Jefferson County Board of County Commissioners with or without cause prior to the expiration of their term. The Clear Creek County Board of County Commissioner and the Gilpin County Board of County Commissioners may recommend the removal of their nominated Development Board member to the Jefferson County Board of County Commissioners.

Title: Administrative Policy Community Services Advisory Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 7
	Effective Date August 9, 2016
Policy Custodian Community Development	Adoption/Revision Date August 9, 2016

Adopting Resolution(s): CC16-

References (Statutes /Resos/Policies): Community Services Block Grant Act (42 U.S.C. 9901 et seq.); CC95-316, CC95-709, CC96-088, CC97-635, CC99-454, CC00-606, CC02-463, CC07-154

Purpose: To establish the Community Services Advisory Board, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Community Services Advisory Board

A. Establishment

1. The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) mandates the establishment of a tripartite advisory board to participate in the development, planning, implementation, and evaluation of program funds.
2. The Community Services Advisory Board (the "Advisory Board") was appointed by the Jefferson County Board of County Commissioners (BCC) to study matters related to human services for low and moderate income residents.

B. Responsibilities

1. Duties: The Advisory Board shall:
 - a. Make recommendations to the BCC regarding matters related to human services for low and moderate income residents;
 - b. Make recommendations to the BCC regarding recipients for funds made available to Jefferson County and Park County from Community Services Block Grant and similar grants; and
 - c. Serve as liaison for the county to the Jefferson County and Park County community on issues related to human services.
2. Staff
Staff shall be provided by the Community and Workforce Development Division and shall provide services, information and other necessary professional assistance as determined by the Community and Workforce Development Division Director or designee. Meetings shall be scheduled and publicized by staff as well as meeting minutes transcribed by staff.

3. Meetings

a. Open Meetings

The Advisory Board and all committees shall hold meetings open to the public and keep minutes of such meetings. The Advisory Board shall make available to the public information regarding the award of grants or contracts to eligible providers and, on request, minutes of meetings.

b. Meeting notices, including agendas of regular and special meetings, shall be posted at:

Glass Cabinet on the Outside Wall of Hearing Room 1
Jefferson County Administration and Courts Building
100 Jefferson County Parkway
Golden, CO 80419

Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

c. Regular and Study Meetings

The Advisory Board shall meet twice a year and shall meet more frequently as necessary on an agreed upon schedule. Said meetings shall be held at the Office of Community Development, 3500 Illinois Street, Golden, CO 80401 unless another location is posted on the Advisory Board's agenda. The Advisory Board may vote on issues via e-mail, fax, conference call or proxy by giving a member of the Advisory Board their proxy vote in writing prior to a scheduled meeting.

d. Special Meetings

Special meetings of the Advisory Board may be called by the Chairman, by a majority of the membership of the Advisory Board, or by the BCC. Notice of meetings shall be made by mail, fax, or email to each member by the staff. Agendas for special meetings shall be posted as provided in B.3.b. At any special meeting no business other than that stated in the notice shall be transacted.

e. Bylaws

The Advisory Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy, law or regulation.

4. Remuneration

Members of the Advisory Board shall not be compensated.

C. Membership

1. Composition

- a. The Advisory Board shall consist of a minimum of nine members and no more than 13 members who represent the interests of different segments of the community. The Advisory Board shall be composed so as to assure that at least 1/3 of the members are democratically-selected persons who represent the low-income community as directed by federal law. The remaining members shall be composed of one-third local elected officials (or their representatives),

and one-third from major groups and interests in the community. At least one Advisory Board member shall represent the Park County Community.

- b. No employee of Jefferson County employed in the Jefferson County Human Services Department may serve a voting Advisory Board member.

2. Terms

- a. Each Advisory Board member's appointment shall be for a period of two (2) years and terms shall be staggered so that approximately one half of the appointments expire each year.
- b. Each Advisory Board member shall serve until his or her term expires or until reappointed or replaced by the BCC. Appointees serve at the pleasure of the BCC and, absent a statutory provision to the contrary, may be removed at the sole discretion of the BCC.
- c. Each Advisory Board member can serve a maximum of three (3) consecutive terms.

3. Vacancies/Appointments

- a. Vacancies on the Advisory Board shall be created by the resignation, expiration of term or removal from office by the BCC.
- b. Members missing two unexcused regularly scheduled Advisory Board meetings in a calendar year, shall be contacted by the Advisory Board Chair. A letter declaring interest, commitment or resignation will be required of said Advisory Board member before the next regularly scheduled Advisory Board meeting. If a letter is not received before the next regularly scheduled Advisory Board meeting, the member shall be considered to have resigned.
- c. New appointments shall be made by the BCC in accordance with the Boards and Commissions Appointment Policy except:
 - 1) The Park County Commissioners shall make recommendations to the Jefferson County BCC for the person to be appointed to the Advisory Board to represent the Park County community; and
 - 2) The appointments of persons to meet the requirement for one-third of the membership to represent low-income individuals and families shall be appointed from nominations from partner organizations or other organizations who have democratically selected nominees or from qualify persons who submit applications. The Advisory Board shall review applications for compliance with necessary qualifications and make recommendations to the BCC.

4. Conflict of Interest

- a. Any member having affiliations with applicants for funds from the Community Services Block Grant and similar grants shall refrain from comment on those proposals, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those proposals.
- b. A member of the Advisory Board may not (1) vote on a matter under consideration by the Advisory Board (a) regarding the provision of services by such member (or an entity that such member represents); or (b) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined to constitute a conflict of interest.
- c. All members must adhere to the Advisory Board's Conflict of Interest and whistleblower rules, provided during the member's first meeting.

Title: Administrative Policy Tri-County Workforce <u>Development</u> Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 5
	Effective Date November 12, 2013
Policy Custodian Workforce Development	Adoption/Revision Date November 12, 2013

Adopting Resolution(s): CC13-422

References (Statutes/Resos/Policies): CC97-107, CC00-404, CC06-157, CC07-057, CC13-422

Purpose: To provide guidance for the Tri-County Workforce Development Board in compliance with the Colorado ~~Workforce Investment Act of 1998~~ Career Advancement Act of 2016 and the Federal Workforce ~~Investment Act of 1998~~ Innovation and Opportunity Act of 2014.

Policy: Tri-County Workforce Development Board

A. Establishment

The Colorado Career Advancement Act of 2016 (CAA) Workforce Investment Act of 1998 ("CWIA") and the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) Investment Act of 1998 ("WIA") (together known as the "Acts") mandate the establishment of the Tri-County Workforce Development Board (the "Development Board") to provide policy guidance to the county commissioners on all aspects of the Workforce Development system with service delivery in the counties of Clear Creek, Gilpin and Jefferson.

B. Responsibilities

1. In compliance with the Acts, the Development Board shall be responsible for:
 - a. Developing the local plan, Identifying the region's workforce development needs,
 - b. Workforce research and labor market analysis, Creating a comprehensive strategy, and
 - c. Convening, brokering, and leveraging local resources, Developing policy framework to meet the workforce development needs of employers.
 - d. Employer engagement,
 - e. Career Pathways development,
 - f. Identification and promotion of proven and promising practices,
 - g. Developing strategies for using technology to maximize accessibility and effectiveness of programs,

h. Program oversight,

i. Negotiation of local performance accountability measures,

j. Selection of operations and providers,

k. Coordination with education providers,

l. Accessibility for individuals with disabilities, and

m. Memorandums of Understanding and One-Stop certification.

2. The Development Board shall adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
3. The Development Board will forward membership recommendations and resignations to the Jefferson County Boards of County Commissioners.
4. The Development Board shall operate within its budget.
5. Members of the Development Board shall not be compensated.
6. Jefferson County shall provide staff to the Development Board. To accomplish the purposes of the Development Board, staff shall provide services, information and other necessary professional assistance.
7. Allowable Development Board Expenses
Development Board members may be reimbursed, with prior approval of the Development Board Chair and the Community and Workforce Development Division Director and Jefferson County Workforce Director (Workforce Director), for expenses incurred on behalf of the Development Board, provided expenses are in line with the Development Board's operating budget and in compliance with federal, state, and local policies and procedures.

C. Membership

1. The ~~Workforce Investment Act (WIA)~~WIOA requires that a majority of the members be from the business community.
2. Development Board members shall consist of decision-making individuals reflective of the business demographics in the local area and leaders from the workforce system, education, and economic development. These individuals must represent entities located in the local area. Where such entities do not exist, individuals must represent entities located in the planning region.~~Board members shall reflect the local/regional labor market and shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility. Board membership, at a minimum, shall include representatives from: local businesses, local education, labor~~

~~organizations, community organizations, economic development agencies, and one-stop partners.~~

3. The Jefferson County Board of County Commissioners ~~of Gilpin and Clear Creek counties~~ have full appointment and discharge authority over all their respective county's appointments. The Clear Creek County Board of County Commissioners and the Gilpin County Board of County Commissioners reserve the right to nominate a business member from their respective county.
4. The remaining members will be appointed by the Jefferson County Board of County Commissioners in compliance with the balance of membership required on the Development Board by the Acts.
5. All members of the Development Board will be voting members.
6. The number of members on the Development Board may vary so long as the requirements of the Acts have been met.
7. Terms
 - a. Appointments shall be made for two-year staggered terms, beginning July 1.
 - b. A member may not serve more than four consecutive terms unless the Development Board has recommended reappointment and the ~~board~~-member's qualifications are necessary to meet the WIOA requirements for Development Board composition.
 - c. An officer may serve no more than one two-year term in each office.
 - d. If a member is appointed to fill an unexpired term, that ~~member/officer~~ shall be considered to have filled one term provided that the appointment is for eight or more months.
 - e. Members may be removed by the ~~appropriate~~Jefferson County Board of County Commissioners with or without cause prior to the expiration of their term. The Clear Creek County Board of County Commissioner and the Gilpin County Board of County Commissioners may recommend the removal of their nominated Development Board member to the Jefferson County Board of County Commissioners.

Title: Administrative Policy Community Services Advisory Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 7
Policy Custodian Community Development	Effective Date March 27, 2007 Adoption/Revision Date March 27, 2007

Adopting Resolution(s): ~~GC07-154~~

References (Statutes /Resos/Policies): Community Services Block Grant Act (42 U.S.C. 9901 et seq.); CC95-316, CC95-709, CC96-088, CC97-635, CC99-454, CC00-606, CC02-463, CC07-154

Purpose: To establish the Community Services Advisory Board, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Community Services Advisory Board

A. Establishment

1. The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) mandates the establishment of a tripartite advisory board to participate in the development, planning, implementation, and evaluation of program funds.
2. The Community Services Advisory Board (the "Advisory Board") was appointed by the Jefferson County Board of County Commissioners (BCC) to study matters related to human services for low and moderate income residents.

B. Responsibilities

1. Duties: The Advisory Board shall:
 - a. Make recommendations to the ~~Jefferson County Board of County Commissioners (the Board)~~BCC regarding matters related to human services for low and moderate income residents;
 - b. Make recommendations to the ~~Board~~BCC regarding recipients for funds made available to Jefferson County and Park County from Community Services Block Grant and similar grants; and
 - c. Serve as liaison for the ~~C~~county to the Jefferson County and Park County community on issues related to human services.
2. Staff

Staff shall be provided by the Community and Workforce Development Division and shall provide services, information and other necessary professional assistance as determined by the Community and Workforce Development ~~Program~~.

Manager/Division Director or designee. Meetings shall be scheduled and publicized by staff as well as meeting minutes transcribed by staff.

3. Meetings

a. Open Meetings

All-The Advisory Board and all committees shall hold meetings open to the public and keep minutes of such meetings. The Advisory Board shall make available to shall be open to the public information regarding the award of grants or contracts to eligible providers and, on request, minutes of meetings. except as otherwise provided by law.

b. Meeting notices, including agendas of regular and special meetings, shall be posted at:

Glass Cabinet on the Outside Wall of Hearing Room 1 Jefferson County Administration and Courts Building 100 Jefferson County Parkway Golden, CO 80419

Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

c. Regular and Study Meetings

The Advisory Board shall meet twice a year and shall meet more frequently as necessary on an agreed upon schedule. Said meetings shall be held at the Office of Community Development, 3500 Illinois Street, Golden, CO 80401 unless another location is posted on the Advisory Board's agenda. The Advisory Board may vote on issues via e-mail, fax, conference call or proxy by giving a member of the Advisory Board their proxy vote in writing prior to a scheduled meeting. All regular and study meetings of the Advisory Board shall be held monthly from September through May at a time and location established by the Advisory Board, unless canceled by the Advisory Board at the previous meeting or by the Chairperson.

d. Special Meetings

Special meetings of the Advisory Board may be called by the Chairperson, Chairman, by a majority of the membership of the Advisory Board, or by the BCC. Notice of meetings shall be made by mail, fax, or email to each member by the staff. Agendas for special meetings shall be posted as provided in B.3.b. At any special meeting no business other than that stated in the notice shall be transacted.

e. Bylaws

The Advisory Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other cCounty Ppolicy, law or regulation.

4. Remuneration

Members of the Advisory Board shall not be compensated.

C. Membership

1. Composition

- a. ~~The Advisory Board shall consist of a maximum of nine members who represent the interests of different segments of the community and shall be composed so as to assure that not fewer than 1/3 of the members are persons who represent low-income individuals and families.~~ The Advisory Board shall consist of a minimum of nine members and no more than 13 members who represent the interests of different segments of the community. The Advisory Board shall be composed so as to assure that at least 1/3 of the members are democratically-selected persons who represent the low-income community as directed by federal law. The remaining members shall be composed of one-third local elected officials (or their representatives), and one-third from major groups and interests in the community. At least one Advisory Board member shall represent the Park County Community.
- b. No employee of Jefferson County employed in the Jefferson County Human Services Department may serve a voting Advisory Board ~~m~~Member.

2. Terms

- a. Each Advisory Board member's appointment shall be for a period of two (2) years and ~~board member~~ terms shall be staggered so that approximately one half of the appointments expire each year.
- b. Each Advisory Board member shall serve until his or her term expires or until reappointed or replaced by the BCC Board. Appointees serve at the pleasure of the BCC and, absent a statutory provision to the contrary, may be removed at the sole discretion of the BCC.
- c. Each Advisory Board member can serve a maximum of three (3) consecutive terms.

3. Vacancies/Appointments

- a. Vacancies on the Advisory Board shall be created by the resignation, expiration of term or removal from office by the BCC Board of County Commissioners.
- b. Members missing two unexcused regularly scheduled Advisory Bboard meetings in a calendar year, shall be contacted by the Advisory Board Chairman. A letter declaring interest, commitment or resignation will be required of said Advisory Board member before the next regularly scheduled Advisory Board meeting. If a letter is not received before the next regularly scheduled Advisory Board meeting, the member shall be considered to have resigned.
- c. New appointments shall be made by the BCC Board in accordance with the Board Establishment of Appointed Boards and Commissions /Appointment Policy except:
 - 1) The Park County Commissioners shall make recommendations to the Jefferson County BCC for the person to be appointed to the Advisory Board to represent the Park County community; and
 - 2) The appointments of persons to meet the requirement for one- third of the membership to represent low-income individuals and families shall be

appointed from nominations from partner organizations or other organizations who have democratically selected nominees or from qualify persons who submit applications. The Advisory Board shall review applications for compliance with necessary qualifications and make recommendations to the BCC.

4. Conflict of Interest

- a. Any member having affiliations with applicants for funds from the Community ~~Development~~ Services Block Grant and similar grants shall refrain from comment on those proposals, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those proposals.
- b. A member of the Advisory Board may not (1) vote on a matter under consideration by the Advisory Board (a) regarding the provision of services by such member (or an entity that such member represents); or (b) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined to constitute a conflict of interest.
- c. All members must adhere to the Advisory Board's Conflict of Interest and whistleblower rules, provided during the member's first meeting.