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ARTICLE I

Board Procedures

Sec. 2-1-10. Conduct of meetings.

A. The Board of County Commissioners shall conduct two (2) regular weekly board meetings on Monday and Wednesday of each week, to commence at 9:00 a.m.

1. A regular meeting may be canceled by resolution of the Board of County Commissioners passed and publicly announced at least ten (10) days prior to the canceled meeting date.

2. Special meetings shall be called by the Clerk to the Board upon the written request of the Chair or of any three (3) members of the Board of County Commissioners. Each member of the Board shall be provided at least twenty-four (24) hours' written notice of such meeting, served personally or left at each member's usual place of residence. However, a special meeting called as herein provided may be held on shorter notice if all members of the Board of County Commissioners are present and have waived notice thereof in writing. A copy of the notice of a special meeting shall be posted in a conspicuous place in the office of the Board of County Commissioners at the time such notice is given to members of the Board. No business shall be transacted at a special meeting unless the same has been stated in the notice of such meeting.

3. In the event that a legal holiday should fall on a Monday or Wednesday, there shall be no need to declare a cancellation of said meeting.

4. If at least three (3) Board members are unable to meet physically, Board meetings may take place using electronic communications that allow for a record of proceedings.

B. The Board of County Commissioners shall, in its capacity as the County Board of Human Services, conduct the business of such Board during the County Commissioners' regular meetings each Monday and Wednesday, as authorized pursuant to Section 26-1-116(3), C.R.S.

C. On the fourth Monday of the month, the Board of County Commissioners shall convene as the County Housing Authority.

D. Commissioners' Board meetings shall be conducted by *Robert's Rules of Order*. (Weld County Code Ordinance 2009-9; Weld County Code Ordinance 2010-10)

Sec. 2-1-20. Agenda items.

A. Due to the requirements of the Colorado Open Meetings Act, the deadlines for listing items of business on an agenda are as follows: 5:00 p.m. on the previous Thursday for Monday's agenda, and 10:30 a.m. on Monday for Wednesday's agenda. In the event of a Monday holiday, the deadline for that week's Wednesday agenda is 5:00 p.m. on the previous Thursday.

B. Agenda items will not be accepted by phone. The original document, along with any pertinent backup material, MUST be in the Clerk to the Board's office by the deadline in order to be listed on the Monday or Wednesday agenda.

C. Only the Clerk to the Board or the Chair may authorize the addition of an item to the agenda if there are no objections from another member of the Board of County Commissioners. If there are objections to the addition, a motion must be made, seconded and passed by a two-thirds majority vote to allow the addition.

D. Reports, correspondence and informational items on matters to be included on board meeting agendas should be sent to the Clerk to the Board.

E. On February 25, 1993, the Board of County Commissioners approved the addition of an area on regular meeting agendas (both Monday and Wednesday) for public input. The following statement is now on each agenda:

"Each individual is allowed a three-minute period of time in which to address the Board of County Commissioners on topics which are on the consent agenda or not on the Board's regular agenda. The Board will refer topics it is unable to address during the comment period to staff for resolution or for scheduling of a work session. The Board will not take comments regarding matters which are likely to be considered at a future public hearing, such as a land use or violation hearing, and you will be asked to give your testimony at that hearing, either in person or in writing. Combined public input on any topic shall be limited to 15 minutes."

F. Copies of the agenda and minutes of the regularly scheduled Board meetings are available upon request from the Clerk to the Board's office. They are also available on the County Web page at www.co.weld.co.us.

G. Effective January 19, 1998, the Clerk to the Board was directed to distribute copies of the minutes and agendas to staff members through e-mail, as appropriate, instead of using paper copies. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2004-3)

Sec. 2-1-30. Consent agenda.

A. The purpose of the Consent Agenda is to deal with informational items only, such as appointments, communications and reports, and to show when resolutions, contracts, agreements or other items of similar nature are signed. The Board of County Commissioners acts on the Consent Agenda by either approving it in its entirety or amending it before approval. NOTE: Items of business being added to the regular agenda are NOT considered amendments to the Consent Agenda. If action is desired by the Board of County Commissioners on a particular item, it should be removed from the Consent Agenda and placed on the regular agenda.

B. On February 25, 1993, the Board of County Commissioners approved the use of a pass-around file for reports and communications listed on the Consent Agenda in order to decrease the number of copies required. Anyone desiring copies of items listed may call the Clerk to the Board's office.

C. Anything listed as being signed on the Consent Agenda will be included in the Clerk to the Board's computerized imaging system for future reference.

D. All resolutions will be listed on the Consent Agenda of the meeting immediately following approval. The exceptions listed below do not require a resolution upon approval, and are listed on the Consent Agenda on the day they are approved:

1. Change orders for construction projects.
2. Bid agreements/contracts presented for signature.
3. Deleted.
4. Veteran's Service reports.
5. Deputy D.A. appointments.
6. Bid approvals which are continued.
7. Items which are continued to the next regular meeting (considered to be "held over").
8. Proclamations/presentations.

E. Contracts resulting from bid approvals (or prior approval of contract) will be listed on the Consent Agenda showing the date they were signed. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2001-8)

Sec. 2-1-40. Contracts.

A. Except contracts wherein delegation of authority to certain individuals has been made, as enumerated in Section 2-1-120, resolutions will be required for approval of contracts and agreements. The contract or agreement will be listed as an item of "New Business" to authorize the Chair to sign. The resolution will then be listed on the "Consent Agenda" of the meeting immediately following the date on which it was approved.

B. Contracts, agreements, leases, etc., needing the signature of a second or third party will not be accepted prior to that signature being obtained. When presented to the Board of County Commissioners, the contract should have signatures of all other parties. Departmental personnel should obtain the signature of the second party before sending the contract to the Clerk to the Board's office, since those not being properly signed will be returned to the concerned department via interoffice mail, thus delaying approval of the contract for several days. Exceptions to this are the State of Colorado, City of Greeley or other governmental entities.

C. Contracts with the State of Colorado or other governmental units: The resolution authorizing the Chair to sign will be listed on the Consent Agenda on the date immediately following approval. They do not require signature of the second party prior to being presented to the Board of County Commissioners.

D. Contracts resulting from bid approvals: Contracts resulting from bid approvals which need to have signatures do not need separate approval or authorization. They will, however, be listed on the Consent Agenda showing the date they were signed.

E. Emergency bid. Approval of any bid prior to the ten-day waiting period shall be done by resolution.

F. Attestation Block: The signature block for the Chair or the five (5) Commissioners must be followed by an attestation block for the Clerk to the Board's attestation. This block should always be directly underneath or to the left of the Chair's signature. There should not be any signatures or verbiage between the attestation block and the signature block. Following are examples of each way it may be done:

ATTEST: BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO
Weld County Clerk to the Board

BY: _____
By: _____ (Name), Chair
Deputy Clerk to the Board

OTHER SIGNATURES
SUCH AS WELD COUNTY, COLORADO
DEPARTMENT HEAD

BOARD OF COUNTY COMMISSIONERS

BY: _____
(Name), Chair

ATTEST:
Weld County Clerk to the Board

BY: _____
Deputy Clerk to the Board

Please note, "Deputy Clerk to the Board," NOT "Deputy County Clerk". If this is not properly completed, it could result in documents being returned for correction, which will delay approval.

G. County Seal. Pursuant to Paragraph 3-7(2) of the Charter, the Clerk to the Board is the custodian of the County Seal. Use of the Seal shall be reserved for attestation of signature by all five (5) Commissioners or for signature by the Chair, as authorized by the Board of County Commissioners, and for display on the County flag.

H. County Logo. The County Logo is authorized for use by all County staff on items of County correspondence, authorized departmental forms and the official County website. (Weld County Code Ordinance 2010-10)

Sec. 2-1-50. Disposition of electronic recordings.

Taped recordings of Board of County Commissioners' regular and special meetings and hearings shall be retained for three (3) years, plus the current year, according to the following rules:

A. At the end of each calendar year, the Clerk to the Board will send a memo to the County Attorney's office requesting identification of recordings which are scheduled for disposition.

B. The County Attorney's office will identify any specific recordings or hearings which should be retained beyond the three-year period due to pending or possible litigation.

C. Recordings not to be retained will be pulled and destroyed by the Clerk to the Board's staff, and a list shall be compiled detailing those recordings thus destroyed. (Weld County Code Ordinance 2006-5; Weld County Code Ordinance 2007-6; Weld County Code Ordinance 2010-10)

Sec. 2-1-60. Referral/response to correspondence.

All complaints or requests from citizens received in the Board of County Commissioner's office shall be handled as follows:

A. A copy of each complaint or request received, along with a response form, will immediately be sent to the appropriate department. These documents will be marked to the attention of the elected official or department head. A copy of the complaint or request will be placed in the Commissioners' "pass around" file for their information, with a note attached describing to which department the complaint or request was referred.

B. The Clerk to the Board will keep the original letter in a suspense file in order to verify that final responses are sent within a reasonable time limit.

C. Elected officials are asked to submit a copy of their response to the Clerk to the Board for the Commissioners' information.

D. The department head will be asked to respond within three (3) days or, if unable to do so, to send an email to the CTB Group, stating the time required for further research or review. Upon receipt of the email, the Clerk to the Board's office will send a form letter, with the Chair's signature, to the citizen stating that the matter is being reviewed and giving the time frame for the response to be mailed. A copy of the letter will be placed in the suspense file with the original letter.

E. After investigation of the complaint or request, the department head will make his or her recommendation to the Board of County Commissioners, marking the correct response, as listed below. The completed form (green sheet) and any supporting documents will then be returned to the Clerk to the Board.

1. *Board action* means that some official action is required from the Board of County Commissioners, such as needing to be placed on the agenda for a policy decision or resolution.

2. *Work session* means the department head wishes to discuss the matter with the Board of County Commissioners in a work session. No further action is necessary to schedule the work session; if the Board agrees, the Commissioners' Secretary will schedule the work session and notify all appropriate parties.

3. *Letter (attached)* means a response has been drafted for the Chair's signature, or has been signed and sent by the department head or elected official to the individual making the complaint or request.

4. *No response* means no response was made by the department. Please explain to the Board of County Commissioners why no response is required.

5. *Telephone* means a telephone call was made to the individual by the department. Please give the date, who made the call and the name of the individual receiving the call.

6. *Email reply* means the department replied to an inquiry for information using email correspondence.

F. The Clerk to the Board will "pass around" the completed form amongst the Commissioners, requesting approval or other desire of the Board. Any approval letter shall be signed by the Chair. If the letter is not approved by the other Commissioners, the Commissioners' Secretary will pull it for the Clerk to the Board's office to make changes.

G. The Clerk to the Board will verify the action required and mail any approved correspondence, sending a copy back to the department. The matter will either be placed on the agenda as new business or listed as correspondence on the Consent Agenda, depending on the action required. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2007-6; Weld County Code Ordinance 2010-10)

Sec. 2-1-70. E-mail messages received by Board.

On April 5, 1999, the Board determined that e-mail messages received by individual Board members will be treated as personal correspondence and will not be listed on the Consent Agenda. e-mail messages regarding pending quasi-judicial proceedings are not, however, considered personal and should be directed to the Clerk to the Board to be placed in the appropriate record. Any official correspondence should be directed to the Clerk to the Board at egesick@co.weld.co.us. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2006-11)

Sec. 2-1-80. Work sessions.

A. The Board of County Commissioners will hold work sessions as scheduled according to the Board's calendar.

B. Work sessions are intended to provide a means of obtaining specific Board administrative direction and to brief the Board concerning items which are soon to be scheduled on regular Board meetings. All proposed grant applications must be formally presented to the Board in a work session prior to asking for the Board's fiscal endorsement and approval.

C. Work session/review process: Background documents must be submitted prior to the scheduled work session for inclusion into electronic work session packets to be viewed on the Board's laptops. The following procedures shall be followed by department heads seeking work sessions:

1. Confirm Commissioner Coordinator's approval to schedule work session.
2. Complete work session cover letter.

3. Scan cover letter and all supporting documents, preferably as a PDF file.
4. Email scanned cover letter and documents to Vicky Sprague.
5. Work session is scheduled.

Department heads unable to forward the scanned cover letter and documents shall bring them to the scheduled work session and present them to the Board using Elmo projector. The standard cover letter is as follows:

BOARD OF COUNTY COMMISSIONERS

WORK SESSION COVER LETTER

Department/Office: _____ Date: _____

Person requesting work session: _____ Extension: _____

Has your commissioner coordinator/elected official approved the work session?

Recommended length of time needed for discussion:

In addition to yourself and the Board, who should attend?

Brief description of the issue:

Options for the Board:

Recommendation to the Board:

D. An elected officials' meeting will be held quarterly.

E. At 10:00 a.m. on the third Monday of the month, the Board of County Commissioners will hold a work session as the Weld County Housing Authority. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2007-6; Weld County Code Ordinance 2010-10)

Sec. 2-1-90. Department designations.

Each of the five (5) major departments shall be coordinated by a Commissioner together with assistance from another Commissioner, both of whom shall be appointed by the Board of County Commissioners at its first meeting in January each year. The Chair of the Board of County Commissioners shall be responsible for coordination of the Departments of Finance, Central Purchasing and Human Resources.

A. Department of Finance, Purchasing and Human Resources:

1. Finance.
2. Human Resources.
3. Information Services
4. Accounting.

5. Clerk to the Board.
6. Budget.
7. Risk Management.
8. Airport.
9. Communications.
10. Contract Administration.
11. Fleet Management.
12. Sanitary Landfills.
13. Purchasing.
14. Economic Development.
15. Special Projects.
16. Veterans' Services.
17. Printing and Supply.
18. GIS.
19. Phone Services.

B. Department of Health Services:

1. Public Health and Environment.
2. Health Board.
3. Hospital Board.
4. Paramedic Services.
5. Extension Service.
6. Fair Board.

C. Department of Planning Services:

1. Planning and Zoning.
2. Building Inspection.
3. Board of Adjustment.

4. Planning Commission.
 5. International Building Code Utility Board.
- D. Department of Public Works:
1. Road and Bridge.
 2. Engineering.
 3. Pest and Weeds.
 4. Buildings and Grounds.
- E. Department of Human Services:
1. Human Services (formerly Human Resources).
 2. Human Services Board.
 3. Social Services. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2001-3; Weld County Code Ordinance 2007-4; Weld County Code Ordinance 2007-6)

Sec. 2-1-100. Board and commission appointments.

A. Procedures for appointments of members to any appointive agency, board or commission shall be effected by compliance with the appropriate provisions of the Home Rule Charter.

1. The term of office for a member of any appointive agency, board or commission shall be three (3) years.
2. No member of an agency, board or commission shall serve more than two (2) consecutive terms on any one (1) appointive agency, board or commission.
3. No one who has served as an elective officer of the County shall be appointed to an appointive agency, board or commission until at least one (1) year after leaving office.
4. No County officer, employee or member of an appointive board, agency or commission shall have any pecuniary interest in any entity doing business with the County if such interest could interfere with the unbiased discharge of his or her duty to the general public or interfere with his or her ability to act in the best interest of the County. This restriction shall not apply in the instance where the officer, employee's department or member of an appointive agency, board or commission has no direct contact nor any business transactions with such entity.
5. Pursuant to the Home Rule Charter, the Board of County Commissioners shall determine six (6) geographic areas from which members of boards shall be appointed.

B. The Board of County Commissioners, utilizing school district boundaries, designated by a resolution dated March 27, 1985, the following six (6) districts, shown on Table 2.1, which may be altered at the discretion of the Board, if deemed necessary:

Table 2.1
School District Boundaries

District 1	RE-9	Ault, Pierce
	RE-12	Grover, Hereford
	RE-11J	Raymer, Buckingham
District 2	RE-2	Eaton, Galetton
	RE-4	Windsor
	RE-10	Briggsdale
District 3	RE-6	Evans, Greeley West of 14th Avenue
District 4	RE-6	Evans, Greeley East of 14th Avenue
	RE-7	Kersey, Gill, Barnesville
District 5	RE-5J	Johnstown, Milliken
	RE-1	Gilcrest, Platteville, LaSalle
	RE-1J	Longmont (Erie, Frederick, Firestone, Dacono)
	RE-2J	Berthoud
District 6	RE-3J	Roggen, Keenesburg, Hudson
	RE-50J	Masters, Dearfield
	RE-8	Fort Lupton
	RE-27J	Brighton
	RE-20J	Weldona

(Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2001-3)

Sec. 2-1-110. Authorizations.

A. The Chair of the Board of County Commissioners is authorized and directed to sign all legal papers on behalf of the Board of County Commissioners, or documents wherein the statutes require only the signature of the Chair of the Board, attested by the Clerk to the Board. The Clerk to the Board shall be the custodian of the Weld County Seal and affix said seal to documents as required.

B. The Clerk to the Board and the Chair of the Board of County Commissioners are designated as persons authorized to sign all County warrants.

C. The Chair of the Board of County Commissioners has standing authority and is authorized and directed to sign personal service contracts under ten thousand dollars (\$10,000.00), as well as all equipment maintenance, equipment lease, computer equipment and software purchase agreements, and any standard letter of assignment/consent..

D. The Board of County Commissioners authorized, by resolution dated December 19, 1984, the Director of Finance and Administration to prepare routine payroll warrants for the actual hours worked; and authorized the Clerk to the Board to sign and release said warrants, with the understanding that the routine warrants will be presented at the next formal Board meeting for approval by the Board of County Commissioners. The Board of County Commissioners directed that any controversial or unusual items for payment be delayed in processing until formal action by the Board. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2007-6)

Sec. 2-1-120. Delegation of authority.

Pursuant to Section 30-11-107(1)(aa), C.R.S., which authorizes the Board of County Commissioners to establish policies and procedures regarding entering into contracts binding on the County, and to delegate its powers to enter into such contracts pursuant to such policies and procedures, the following policies were adopted by the County:

A. Authority delegated the Chair of the Board to sign certain contracts and agreements.

1. By Resolution #950198, dated February 22, 1995, the Board of County Commissioners delegated authority to the Chair of the Board to sign certain personal service contracts and maintenance agreements. The Chair of the Board is authorized to enter into and sign contracts and agreements as follows:

a. All contracts on behalf of the County for personal service contracts under ten thousand dollars (\$10,000.00).

b. All change orders to contracts for construction projects of up to five percent (5%) of the original contract amount, not to exceed ten thousand dollars (\$10,000.00).

c. All contracts on behalf of the County for all equipment maintenance contracts.

d. All related contracts and license agreements for computer hardware and software operating in the County.

e. All computer-related agreements and documents to acquire and maintain computer systems pursuant to the policy adopted by resolution dated March 16, 1994, for the purpose of acquisition of information services systems.

2. By Resolution #2004-1366, dated May 10, 2004, the Board of County Commissioners delegated authority to the Chair of the Board to sign certain agreements with municipalities in Weld County for road and street design, construction and/or maintenance within the jurisdictional boundaries of the municipalities, up to the amount of ten thousand dollars (\$10,000.00), whereby the municipality will reimburse Weld County for the entire cost of such work upon completion of the project.

3. By Resolution #2007-1689, dated June 26, 2007, the Board of County Commissioners delegated authority to the Chair of the Board to sign any standard letter of assignment/ consent.

B. Acquisition of information services systems. Pursuant to Resolution #940249, approved March 16, 1994, the Board of County Commissioners adopted the following process for acquisition of information services systems:

1. The user and SCT staff will develop a Request for Information (RFI) detailing system hardware and software requirements.

2. The RFI will then be sent to all known vendors soliciting responses.

3. The responding vendors' proposals will then be evaluated and demonstrations reviewed by SCT Corporation and the user department to select a proposal for recommendation.

4. The recommended proposal will then be submitted for review by the Information Services Governance Committee, which will, in turn, make a recommendation to the Board of County Commissioners.

5. The Board of County Commissioners will then either accept or reject the final recommendation. If the recommendation is rejected, a reason will be given and the proposal will be sent back through the process for a revised or new recommendation. If the recommendation is approved, the Board of County Commissioners shall sign the Information Services System Approval Form, thereby authorizing the acquisition of the appropriate system hardware and software.

6. After a system is approved, the Chair of the Board shall have the authority to sign all necessary agreements and documents to execute the acquisition and maintenance of said system.

C. Delegation of authority to Chair to approve and sign all oil and gas division orders and authorizations to receive oil or gas payment. By Resolution #950074 approved January 23, 1995, the Board of County Commissioners determined all division orders and authorizations to receive oil or gas payment forms are reviewed by the County Attorney's office for correctness of ownership interest, form and legal description before being presented to the Board of County Commissioners for approval; therefore, the Board delegated authority to approve and sign all oil and gas division orders and authorizations to receive oil or gas payment to the Chair of the Board, after review by the County Attorney's office and without having been on an agenda of the Board of County Commissioners.

D. Delegation of authority to Sheriff.

1. By Resolution #900766 approved August 22, 1990, the Board of County Commissioners specifically delegated to the Sheriff the authority to enter into agreements that are binding upon the County for personal services related to criminal investigations.

2. By Resolution #940780 approved August 22, 1994, the Board of County Commissioners delegated to the Sheriff the authority to enter into those law enforcement special duty agreements which are estimated to require seventy-two (72) or fewer hours of Sheriff deputies' time. The Board of County Commissioners retained the authority to enter into all law enforcement special duty agreements which are estimated to require more than seventy-two (72) hours of Sheriff deputies' time.

E. Delegation of authority to Assessor. As stated at Section 2-4-60, the Board of County Commissioners authorized the Assessor to review petitions for abatement or refund and to settle, by written mutual agreement, any such petition for abatement or refund of taxes in an amount of one thousand dollars (\$1,000.00) or less per tract, parcel or lot of land, or per schedule of personal property. The Board of County Commissioners will consider any petition under one thousand dollars (\$1,000.00) where agreement was not reached between the Assessor and the taxpayer.

F. Delegation of authority to Chair to sign IGA agreements for Criminal Justice System. By Resolution #950197 approved February 13, 1995, the Board of County Commissioners approved the form of certain IGA agreements concerning the Criminal Justice System and delegated to the Chair of the Board the authority to sign the contracts with other entities as listed below:

1. Intergovernmental Agreement for Criminal Justice Records Management Services and Use of Communications Records and Criminal Justice Information Systems.

2. Criminal Justice Records Management Services Agreement.

G. Delegation of authority concerning chemical weed control cost share agreement. By Resolution #980778 approved May 6, 1998, the Board of County Commissioners approved the form of the Weld County Chemical Weed Control Cost Share Agreement and authorized the Vegetation Management Specialist, Department of Public Works, to sign said agreements with various landowners meeting the criteria. By Resolution #2007-1499, the form of the Chemical Weed Control Cost Share Agreement was updated. On May 30, 2007, the Board approved Resolutions #2007-1498, #2007-1500, #2007-1501, #2007-1502, #2007-1503, #2007-1504, #2007-1505 and #2007-1506, approving the form of the following agreements and delegating authority to the Vegetation Management Specialist, Department of Public Works, to sign said agreements with various landowners meeting the criteria: National Fish and Wildlife Foundation (NFWF) Weed Control Cost Share, Yellow Nutsedge Chemical Weed Control Cost Share, Diffuse Knapweed Chemical Weed Control Cost Share, Absinth Wormwood Chemical Weed Control Cost Share, Dalmatian Toadflax Chemical Weed Control Cost Share, County Chemical Weed Control Cost Share Agreement through State Lands, Chemical Weed Control Cost Share Agreement through West Greeley Conservation District and Equipment Rental, respectively.

H. Delegation of authority concerning agreements for continuation of health insurance for former County employees or elected officials.

1. By Resolution #982317 approved November 30, 1998, the Board of County Commissioners approved the program allowing continuation of health insurance coverage, including the dental and vision plan, for eligible former County employees and elected officials drawing benefits from the County Retirement Plan.

2. Said Resolution #982317 also granted standing authority to the Chair to sign the individual agreements entitled "Agreement for Continuation of Health Insurance for Former Weld County Employee or Elected Official Who Is Now Drawing Benefits From the Weld County Retirement Plan." By Resolution #2002-3198, dated December 16, 2002, by Resolution #2005-2598, dated September 7, 2005, and by Resolution #2010-1572, dated July 19, 2010, the form of the agreement was updated.

I. Delegation of authority concerning Geographic Information System products and services. The Board of County Commissioners approved the form of a license agreement and granted standing authority to the Chair of the Board to sign the agreement with various companies.

J. Delegation of authority concerning Agreements for Sampling and Analysis of Drinking Water and Pollutant Discharge by the Weld County Department of Public Health and Environment. By Resolution #2001-3421, approved on December 17, 2001, the Board of County Commissioners approved the form of two (2) agreements and granted standing authority to the Director of Public Health and Environment to sign said agreements with various entities and corporations.

K. Delegation of authority concerning Form of License and Exchange Agreement for Geographic Data. The Board of County Commissioners, on May 19, 2003, by Resolution #2003-1318, approved the form of a License and Exchange Agreement for Geographic Data, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

L. Delegation of authority concerning Form of Standard Agreement for Access to Clerk and Recorder Data Base. The Board of County Commissioners, on June 2, 2003, by Resolution #2003-

1386, approved the form of a Standard Agreement for Access to Clerk and Recorder Data Base, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

M. Delegation of authority concerning various Forms of Standard Agreements for Conduct of Coordinated Elections. Each year the Board of County Commissioners approves, by Resolution, various Forms of Master Version, Tabor Version and School Version of Memorandum of Intergovernmental Agreements for conduct of Coordinated Elections. By said Resolution, the Board grants standing authority to the Chair of the Board to sign said Intergovernmental Agreements, after review by the County Attorney to verify that they were completed in accordance with the form approved by the Board.

N. Delegation of authority concerning Form of Intergovernmental Agreement for Cooperative Mosquito Management Program. The Board of County Commissioners, on December 22, 2003, by Resolution #2003-3448, approved the form of an Intergovernmental Agreement for Cooperative Mosquito Management Program, and granted authority to the Chair of the Board to sign any agreement consistent with the form of said agreement.

O. Delegation of authority concerning Standard Form of Intergovernmental Agreement for Use of Election Equipment. The Board of County Commissioners, on March 15, 2004, by Resolution #2004-0840, approved the standard form of an Intergovernmental Agreement for Use of Election Equipment, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

P. Delegation of authority concerning Standard Form for Child Protection Agreement for Respite Care. The Board of County Commissioners, on March 17, 2004, by Resolution #2004-0854, approved the standard form for Child Protection Agreement for Services for Respite Care, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board. By Resolution #2006-0524, the form of the agreement was updated.

Q. Delegation of authority concerning Standard Form of Agreement with Various Providers for Recreational/Educational Services for Colorado Works Summer Activities Program. The Board of County Commissioners, on March 23, 2005, by Resolution #2005-1017, approved the standard form of agreement for various providers for recreational/educational services for the Colorado Works Summer Activities Program, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

R. Delegation of authority concerning Standard Form of Electronic Recording Memorandum of Understanding. By Resolution #2005-3644, on December 19, 2005, the Board of County Commissioners approved the standard form of the Electronic Recording Memorandum of Understanding, and granted standing authority to the Chair of the Board to sign each agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

S. Delegation of authority concerning Standard Form of Memorandum of Understanding Concerning Use of Building. By Resolution #2005-3597, on December 12, 2005, the Board of County Commissioners approved the standard form of the Electronic Recording Memorandum of Understanding, and granted standing authority to the Chair of the Board to sign each agreement,

after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

T. Delegation of authority concerning Standard Agreements for Business Associates having access to HIPAA-protected information and doing business with Weld County. By Resolution #2003-0904, dated April 7, 2003, the Board of County Commissioners delegated authority to the HIPAA Privacy Officers, being duly appointed by the Board, to sign certain agreements for the various Weld County HIPAA plans. By Resolution #2006-0313, the form of the agreement was updated.

U. Delegation of authority concerning Weld County Clerk and Recorder Agreement for Elections Division Facility Usage. The Board of County Commissioners, on July 9, 2007, by Resolution #2007-1914, approved the standard form for Weld County Clerk and Recorder Agreement for Elections Division Facility Usage, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

V. Delegation of authority concerning Standard Form for Addendum to Agreement to Purchase Therapeutic Residential Child Care Facility Services/Residential Child Care Facility Services. The Board of County Commissioners, on August 27, 2007, by Resolution #2007-2734, approved the Standard Form for Addendum to Purchase Therapeutic Residential Child Care Facility Services/Residential Child Care Facility Services, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board. By Resolution #2008-2127, dated August 6, 2008, the form of the agreement was updated.

W. Delegation of authority concerning Standard Form for Addendum to Agreement to Purchase Child Placement Agency Services. The Board of County Commissioners, on August 27, 2007, by Resolution #2007-2735, approved the Standard Form for Addendum to Purchase Child Placement Agency Services, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board. By Resolution #2008-2125, dated August 6, 2008, the form of the agreement was updated.

X. Delegation of authority concerning Standard Form for Addendum to Agreement to Purchase Residential Child Care Facility Services. The Board of County Commissioners, on August 27, 2007, by Resolution #2007-2736, approved the Standard Form for Addendum to Purchase Residential Child Care Facility Services, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board. By Resolution #2008-2126, dated August 6, 2008, the form of the agreement was updated.

Y. Delegation of authority concerning Standard Form for Addendum to Agreement to Purchase Specialized Group Home Care Services. The Board of County Commissioners, on August 27, 2007, by Resolution #2007-2737, approved the Standard Form for Addendum to Purchase Specialized Group Home Care Services, and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board. By Resolution #2008-2128, dated August 6, 2008, the form of the agreement was updated.

Z. Delegation of authority concerning Standard Form for Addendum to Individual Provider Contract for Purpose of Foster Care Services and Foster Care Facility Agreement. The Board of County Commissioners, on August 6, 2008, by Resolution #2008-2129, approved the Standard Form for Addendum to Individual Provider Contract for Purpose of Foster Care Services and Foster Care Facility Agreement, and granted standing authority to the Chair of the Board to sign said contract, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

AA. Delegation of authority concerning Form of Weld County Retired Employee Employment Contract. The Board of County Commissioners, on March 31, 2008, by Resolution #2008-0972, approved the standard form for Weld County Retired Employee Employment Contract, and granted standing authority to the Chair of the Board to sign said contract, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

BB. Delegation of authority concerning Form of Agreement for Professional Services. The Board of County Commissioners, on November 17, 2008, by Resolution #2008-3044, approved the standard form for Agreement for Professional Services and granted standing authority to the Chair of the Board to sign said agreement, after review by the County Attorney to verify that it was completed in accordance with the form approved by the Board.

CC. Delegation of authority concerning Form of Agreement for Municipal Jail Services. The Board of County Commissioners, on June 24, 2009, by Resolution #2009-1470, approved the standard form of Agreement for Municipal Jail Services and granted standing authority to the Chair of the Board to sign said agreements, after review by the County Attorney to verify that they were completed in accordance with the form approved by the Board.

DD. Delegation of authority concerning Form of Addendums to Agreement to Purchase Out-of-Home Placement Services. The Board of County Commissioners, on June 28, 2010, by Resolution #2010-1375, approved the standard form for Addendums to Agreement to Purchase Out-of-Home Placement Services and granted standing authority to the Chair of the Board to sign said addendums, after review by the County Attorney to verify that they were completed in accordance with the form approved by the Board. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2001-8; Weld County Code Ordinance 2004-3; Weld County Code Ordinance 2005-11; Weld County Code Ordinance 2006-5; Weld County Code Ordinance 2007-6; Weld County Code Ordinance 2008-14; Weld County Code Ordinance 2009-2; Weld County Code Ordinance 2010-10)

Sec. 2-1-130. Procedure for Charter petition.

By resolution on April 25, 1984, the Board of County Commissioners adopted the following procedures and clarifications in order to implement Article XVII of the Home Rule Charter:

A. For the purposes of implementation of Section 17-1(2) of the Home Rule Charter in a manner consistent with the terms of Section 30-11-506(2), C.R.S., the term *qualified electors* shall be interpreted to include registered, qualified electors.

B. For the purposes of Section 17-1(3) of the Home Rule Charter, the date of initiation of a proposed amendment, when initiated by petition, shall be the date said petition is filed with the Clerk and Recorder on behalf of the Board of County Commissioners.

C. Petitions filed pursuant to Section 17-1 of the Home Rule Charter may be circulated at any time and shall be of a form which contains the following information:

1. A statement indicating what is to be accomplished by the petition, stated in a clear, concise manner to the signer of the petition with appropriate citation of authority to state statute and the Home Rule Charter.
2. A statement directing the Board of County Commissioners to carry out certain actions pursuant to state law or the Home Rule Charter.
3. If the petition is for the amendment of a particular provision of the Home Rule Charter, the petition shall state the section or subsection of the Home Rule Charter as it will read if the amendment is duly adopted.
4. Each line on the petition must provide the following information: The signature of the signer of the petition, the printed name of the signer of the petition, the signer's place of residence designated by street and number or by County road number or legal description and an indication of the appropriate city or town; but in no case shall the designation be by post office box.
5. Each circulator of a petition page must subscribe and swear to an Affidavit of Circulator before a person authorized by the State to administer oaths and each page of the Petition must be signed by the circulator. (Weld County Codification Ordinance 2000-1)

Sec. 2-1-140. Contracts and ordinances.

A. In compliance with Section 3-8 of the Home Rule Charter, which provides that the Board of County Commissioners shall act only by ordinance in matters of contracts, and inasmuch as the annual appropriation ordinance provides for authority to expend or contract to expend or to enter into any contract which, by its terms, involves the expenditure of money for any purpose recited in the annual appropriation ordinance, it is the intent of the Board of County Commissioners that the annual appropriation ordinance is the ordinance by which the Board acts during each fiscal year in matters of all contracts that involve the expenditure of money for any of the purposes for which are covered by the monies appropriated by the annual appropriation ordinance.

B. It is the intent of the Board of County Commissioners that the annual appropriation ordinance is the ordinance by which the Board acts during each fiscal year in matters of all contracts that involve revenue sources from intergovernmental agreements or for any of the purposes for which are covered by monies appropriated by the annual appropriation ordinance.

C. In accordance with Section 2-3 of the Home Rule Charter, the Board of County Commissioners shall act by resolution in agreements with other governmental units for the joint use of buildings, equipment and facilities and for furnishing and receiving commodities or services if approved by the Board.

D. It is the intent of the Board of County Commissioners that the annual appropriation ordinance is the ordinance by which the Board acts during each fiscal year in matters of all contracts involving discretionary grant programs which are covered by monies appropriated by the annual appropriation ordinance, and any funding level determinations, administrative amendments or other administrative actions required by the Board of County Commissioners shall be by resolution of the Board.

E. In cases in which specific programs in the County are mandated by the laws of the State or the United States or by the courts of the State and the United States, any administrative action required by the

Board of County Commissioners in such instances shall be by resolution of the Board of County Commissioners.

F. The Board of County Commissioners shall act by resolution in situations involving letters of agreement with other governmental units which are purely administrative in nature.

G. It shall be the policy of the Board of County Commissioners, in compliance with the Home Rule Charter, that any contract involving a new program that has not been considered by the Board during the annual public budget hearings and in the event that monies for the purpose of funding said programs are not covered by the monies appropriated by the annual appropriation ordinance, then, in such cases, the Board of County Commissioners shall act only by ordinance in considering said matters.

H. The Board of County Commissioners shall act only by ordinance in any matter concerning a contract that involves debt financing.

I. The Board of County Commissioners may, in the conduct of the County's affairs, act by ordinance on any policy issue involving administrative matters that the Board feels necessary. (Weld County Codification Ordinance 2000-1)

Sec. 2-1-150. Ordinance adoption process.

The procedural rules governing ordinances are as follows:

A. An ordinance must be read in full at the time it is first introduced. The ordinance may be read by title only at the second and third readings, provided that there is a waiver by a four-fifths vote of the Board of County Commissioners and no public objection is voiced in the proceedings.

B. An ordinance must be published in full upon introduction. Penalty provisions of the ordinance, if any, must be published after each reading. Any exhibits or attachments relevant to the ordinance shall be referred to therein, but shall not be published as part of the ordinance. The ordinance shall state that copies of exhibits or attachments are available for inspection at the Clerk to the Board's office.

C. An ordinance, other than an emergency ordinance, may be amended at the time of its first, second or final reading. Those portions so amended must be read and published in full.

D. The term *public notice*, as used in Section 3-14 of the Home Rule Charter, shall mean, at a minimum, notice by publication of the title of an ordinance. (Weld County Codification Ordinance 2000-1)

Sec. 2-1-160. First readings of ordinances.

A. By resolution on May 11, 1992, the Board of County Commissioners adopted the following procedure for expediting the first reading of ordinances.

B. Pursuant to Section 3-14 of the Home Rule Charter, upon the introduction of an ordinance, it must be read in its entirety. Because the first reading of ordinances often takes significant amounts of time at the regular meetings of the Board of County Commissioners, the Board of County Commissioners, by resolution on May 11, 1992, adopted the procedures set forth below in order to provide a mechanism by which the first reading of ordinances will be expedited, while at the same time

providing the requisite record of notice to the public, and complying with the requirements of Section 3-14 of the Home Rule Charter.

1. Upon the majority vote of the Board of County Commissioners and solely at its discretion, an ordinance may be read for the first reading by the playing of a recording of the ordinance as it is presented for first reading. The playing of the recording shall satisfy the first reading requirements set forth in Section 3-14 of the Home Rule Charter.

2. Any reading of an ordinance for the first time by the playing of a recording will be conducted in the Board's assembly room or in a room immediately adjacent thereto. The Chair of the Board shall read into the record that the first reading will be accomplished by the playing of a recording and will announce where the recording will be played.

3. The department which is recommending the adoption of the ordinance, the Clerk to the Board or the Board's designee shall be the reader of the proposed ordinance on the recording. All such readings and recordings must take place in the Clerk to the Board's office on a recording device approved for such use by the Clerk. Recordings of ordinances must be prepared and delivered to the Clerk to the Board no later than 5:00 p.m. on the day prior to the meeting at which the ordinance is formally introduced.

4. All recordings of the first readings of ordinances shall be on recording media provided by and kept in the custody of the Clerk to the Board. (Weld County Codification Ordinance 2000-1; Weld County Code Ordinance 2007-6)

Sec. 2-1-170. Notification procedure for emergency incidents.

Emergency incidents shall be classified and handled as follows:

A. Class 1: Routine Incident:

No injuries
No request for resources
Responder handles

ACTION: Incident report filed next day.

B. Class 2: Incident with Injuries:

Incident with injuries
No request for assistance
Responder handles

ACTION: Normal duty hours, brief up
After hours, incident report

C. Class 3: Intermediate:

Incident with injuries or potential of injury
Involvement of County employees or resources
Responder needs or requests assistance to include HAZMAT TEAM
Any evacuation

ACTION: Normal duty hours, brief up
After hours, contact Commissioners

D. Class 4: Major:

Imminent loss of life and property
Major damage/disaster
County resources dedicated
EOC activated

ACTION: Activate EOC, brief everyone

Sec. 2-1-180. Designation of particular public place for posting of public notices.

Pursuant to Section 24-6-402(c), C.R.S., the Board of County Commissioners designated the bulletin board in the third floor hallway of the Weld County Centennial Center, outside the Clerk to the Board's office, Room 317, as the public place for posting notices of public meetings. (Weld County Codification Ordinance 2000-1)