



Arapahoe County

5334 South Prince Street
Littleton, CO 80120
303-795-4630
Relay Colorado 711

Board Summary Report

File #: 26-398

Agenda Date: 8/4/2026

Agenda #:

To: Board of County Commissioners

Through: Michelle Halstead, Acting Director, Facilities & Fleet Management Department

Prepared By:
Michelle Halstead, Acting Director

Presenter: Michelle Halstead, Acting Director, Facilities & Fleet Management

Subject:
Approve vehicle retention policy for county fleet management operations

Purpose and Request:

The purpose of this drop-in is to seek Board concurrence to advance a vehicle retention policy to the next business meeting consent agenda for approval.

Alignment with Strategic Plan: Good Governance - Increase collaboration to break down silos and maximize resources.

Background and Discussion: County fleet vehicles are typically used for an established timeframe and then disposed of through an established process prior to obtaining a replacement consistent with Resolution No. 110379. Arapahoe County occasionally retains fleet vehicles beyond their standard lifecycle when specific business needs exist. During a Fall 2025 drop-in session with the Board, it was evident that we needed to formalize how these assets are retained to better maintain the county fleet.

Staff from the sheriff's office as well as the finance and facilities & fleet management departments crafted a draft policy to refine and codify existing practices. The goal of this policy is to provide clarity of expectations for departments and offices moving forward; E-Team was supportive of advancing this to the Board for approval.

Alternatives: The Board could decide not to adopt the policy, which could result in confusion about retention protocols and require further analysis for fleet management.

Fiscal Impact: Minimal, depending on the auction value of asset (typically \$15,000 or less).

Alignment with Strategic Implementation Strategies: N/A.

Staff Recommendation: Staff recommends advancing this policy to the consent agenda for approval.

Concurrence: E-Team, Sheriff's Office, Finance Department.