



# Arapahoe County

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## Board Summary Report

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**File #:** 23-671

**Agenda Date:** 11/14/2023

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**To:** Board of County Commissioners

**Through:** Patrick L. Hernandez - Human Resources Director

**Prepared By:**

John Christofferson, Deputy County Attorney

**Subject:**

Appointment of Interim Open Spaces Director

**Purpose and Request:**

The purpose of this consent agenda item is to approve the appointment of Katherine Smith as the Interim Open Spaces Director and to grant all requisite authorities as a result of the retirement of Open Spaces Director Shannon Carter as of December 1, 2023.

**Background and Discussion:**

Shannon Carter, Open Spaces Director, will retire on December 1, 2023. During the recruitment process for the County's next Open Spaces Director, the County will need an individual to assume responsibility for the functions of the Open Spaces Director. The BOCC has identified Ms. Smith as that individual, to be effective December 1, 2023. As part of granting all requisite authorities as the interim Open Spaces Director, this interim role will have the signing authority of the Open Spaces Director, as outlined in Resolution 23-038. Ms. Smith shall retain all her duties and responsibilities as the Director of Community Resources during her time as Interim Open Spaces Director.

**Alternatives:**

The Board could decide on an alternative appointment or have the department continue in the interim without a director. This is not recommended.

**Fiscal Impact:** By appointing an interim Open Spaces Director, the Board of County Commissioners will

ensure a smoother transition in leadership and operations of the County's Open Spaces Department.

**Alignment with Strategic Plan:**

- Be fiscally sustainable
- Provide essential and mandated service
- Be community focused

**Concurrence:** Shannon Carter, Open Spaces Director, concurs with this recommendation.

**Resolution:** Attached is a copy of the draft resolution.