



Arapahoe County

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

Board Summary Report

File #: 25-620

Agenda Date: 11/25/2025

Agenda #:

To: Board of County Commissioners

Through: Todd Weaver, Director, Finance

Prepared By:

Michelle Halstead, Interim Director, Facilities & Fleet Management Department

Presenters: Michelle Halstead, Interim Director, Facilities & Fleet Management; Todd Weaver, Director, Finance

Subject:

11:30 AM *Approval of Fixed Asset Numbers for District Attorney Vehicles and Equipment

Purpose and Request:

Consistent with county financial policies, the Facilities and Fleet Management department is seeking approval of fixed asset numbers to procure vehicles associated with new investigator positions as well as mock courtroom equipment procured by the District Attorney's Office.

Alignment with Strategic Plan: Good Governance - Operate in transparent, inclusive, and communicative manner.

Background and Discussion: Vehicles assigned to the 18th Judicial District Attorney's Office are primarily provided through an existing leasing agreement with a third-party vendor, continuing existing operational practices prior to the transition to a single-county office. As the County owns and maintains its existing fleet, the intent was to transition away from leased vehicles, providing the same number of fleet vehicles as the DA's Office maintained in 2024, with take-home vehicles assigned to investigators and the District Attorney, the Assistant District Attorney, the Senior Chief Deputy District Attorney, the Chief Deputy District Attorney of Intake. of Intake and all investigators.

The District Attorney's Office currently has an investigator position that does not have a vehicle. Additionally, the Board of County Commissioners approved a new investigator during the Q1 2025 supplemental budget, with another investigator recommended for approval in the 2026 budget process. Facilities and Fleet are requesting three Fixed Asset Numbers to procure these vehicles with unspent, unencumbered monies in Fund 70 to address the emergent need of the District Attorney's Office. The Department also is working with the DA's Office to outline a schedule for vehicle replacements that will be shared in future supplemental budget requests.

Additionally, the District Attorney's Office completed the county's procurement waiver process to purchase equipment to establish a mock trial courtroom within existing office space. The cost of the furniture - which will be paid for from existing funds from the DA's budget - requires a Fixed Asset number in alignment with the Board's current financial policies.

Alternatives: The Board could decide not to approve these fixed asset numbers, which would prohibit the purchase of required equipment.

Fiscal Impact: Each vehicle will cost about \$34,000, for a total of \$102,000; the mock courtroom equipment is approximately \$60,000.

Alignment with Strategic Implementation Strategies: N/A

Staff Recommendation: Staff recommends approval.

Concurrence: Finance; DA's Office.