



Public Works Department

MEMO

TO: Boulder County Board of Commissioners

FROM: Jeffery Maxwell, Director, Public Works
David McLeod, Deputy Director, Public Works
Conrad Lattes, Senior Assistant County Attorney

SUBJECT: Delegations of Authority for Signatures on Leases of Boulder County office space and facilities.

DATE: January 30, 2023

The Boulder County Public Works Department negotiates and manages leases on more than 1.2 million square feet of office space and facilities owned by Boulder County. Collectively, these leases generate more than \$3,500,000.00 for Boulder County's general fund. The Public Works staff uses a "boilerplate" lease form as a standard lease agreement with tenants and negotiates the details of each lease and makes minor alterations to the lease forms to match the facts and circumstances of a particular property and landlord/tenant relationship, but the general format and content remain standard for all the leases. Each lease is signed for one year at a time and each tenant is required to obtain, and keep current, an insurance policy or policies up to standards as set by Boulder County's Risk Manager. Any changes to the forms, and each individual lease drafted from the forms, are carefully reviewed, and approved by the Boulder County Attorney's Office.

The Public Works Department believes that it could provide more efficient service to its tenants, its employees, and Boulder County generally, if it were granted delegation of authority by the BOCC permitting the Public Works Director, and those staff members to whom the Director chooses to delegate that authority, to sign leases involving office space and facilities managed by the Public Works Department so long as the leases are based upon the standard lease forms, comply with Boulder County's insurance requirements as established by the Boulder County Risk Manager, are reviewed and approved by the Boulder County Attorney's Office and have annual lease revenues of less than Three Hundred Thousand Dollars (\$300,000.00).

ACTION REQUESTED: Approve delegation of authority for the Director of Public Works, and those staff members to whom the Director chooses to delegate that authority, to sign as Boulder County's agent on lease agreements which are on standard lease forms, comply with Boulder County insurance requirements as established by the Boulder County Risk Manager, have been reviewed by the Boulder County Attorney's Office, and have annual lease revenues of less than Three Hundred Thousand Dollars (\$300,000.00).

Claire Levy County Commissioner **Marta Loachamin** County Commissioner **Ashley Stolzmann** County Commissioner