



Colorado Transportation Investment Office Memorandum

To: CTIO Board of Directors
From: Piper Darlington, CTIO Director
Date: April 15, 2026

Subject: CTIO Contract Signature Authority Delegation

Purpose:

To provide an overview of the need to update CTIO's contract signature authority delegation in the CTIO Directors absence.

Requested Action:

CTIO staff are requesting approval of Resolution #493 related to contract signing authority delegation in the absence of the CTIO Director.

Background:

In government agencies, delegating signature authority to a secondary official is a standard practice to ensure continuity of operations, prevent administrative delays during leadership absences, and maintain clear lines of accountability for legal and financial commitments.

To ensure smooth operations when the CTIO Director is unavailable, CTIO staff are requesting that the Board updates its policy on signing authority. Since March 2020, the Director has been able to delegate contract-signing duties to the Project Manager. However, with recent staffing changes this delegation of authority needs to be updated to the Deputy Director (non-tolling) and Chef Tolling Operations Officer (tolling) related contracts and agreements.

Under the attached resolution, the Deputy Director and Chef Tolling Operations Officer, depending on the topic, may execute contracts and agreements only when the Director specifically delegates the task, and their authority remains subject to the same legal limits as the Director's.

Attachments:

- Attachment A: Resolution #493 contract signature authority delegation