

**Policy Title: Budget Retention Advisory Committee**

Policy Number: Part 2, Board Administration; Chapter 2, Establishment of Appointed Boards; Section 22

Type of Policy: Administrative

Adopting Resolution: CC25-

References: Board and Commission Appointments Policy

Effective Date: April 8, 2025

Adoption Date: April 8, 2025

Administrative Revision Date: N/A

Policy Custodian: Strategy, Innovation, & Finance and the Board of County Commissioners

Purpose: To establish the Budget Retention Advisory Committee (“BRAC”), specify its membership and terms, and define its responsibilities.

A. Establishment and Authority

1. The Board of County Commissioners (“BCC”) hereby establishes the Budget Retention Advisory Committee (BRAC), for the purpose of annually reviewing the County’s revenue and earnings resulting from the passage of the 2024 County Ballot Measure 1A.
2. The BRAC’s authority shall be solely advisory in nature. The BCC shall retain ultimate authority to determine the County’s use of the revenues and earnings, subject to the requirements of Ballot Measure 1A (See Section H).

B. Responsibilities

1. The BRAC shall review annually the revenue and earnings resulting from the passage of the 2024 Ballot Measure 1A.
2. The BRAC shall review uses of revenue and earnings and report to the Board of County Commissioners.
3. The County shall provide the BRAC the revenue and earnings resulting from the passage of the 2024 Ballot Measure 1A, the audit on such revenue and earnings from the independent auditor, and the uses of the revenue and earnings.

C. Membership

1. Composition

The BRAC shall be comprised of at least seven (7) and not more than nine (9) members as identified below.

## 2. Qualifications

- a. All members shall be Jefferson County residents, unless otherwise approved by the BCC.
- b. Jefferson County elected officials, appointed officials, and county staff are not eligible to be BRAC members.
- c. One BRAC member shall be the Chair of the County Audit Committee (or another member of the same committee designated by the Audit Committee).
- d. One BRAC member shall be the Chair of the County Budget Advisory Committee (or another member of the same committee designated by the Budget Advisory Committee).
- e. The remaining BRAC members shall be selected based on their demonstrated expertise and experience in fields relevant to the BRAC's responsibilities, including, without limitation, expertise and experience in (i) the construction, maintenance and repair of roads, bridges, potholes and other County infrastructure; (ii) wildfire and flood mitigation and response; (iii) addiction and mental health programs; (iii) crime prevention programs and strategies; and (iv) other County public safety functions.
- f. Based on the availability of applicants, the County's preference is to have at least two members residing in each County commissioner district.
- g. Any vacancies on the BRAC shall be filled by appointment from the BCC.

## 3. Terms

- a. BRAC members shall serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.
- b. To achieve staggered terms, as many as three (3) of the initial BRAC members will be appointed to serve one-year terms, and as many as three (3) other initial members will be appointed to serve two-year terms.
- c. See Board and Commission Appointments Policy for term limits.
- d. Any member may resign from the BRAC at any time by providing written notice to the BRAC Chair or Vice-Chair.

## 4. Officers

- a. The BRAC shall elect a Chair and a Vice-Chair, each for a one (1) year term, at its first regular meeting each year.
- b. The Chair shall preside at all meetings of the BRAC. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

## 5. Remuneration

Members of the BRAC shall not be compensated.

## D. Meetings

1. Regular meetings of the BRAC shall be held a minimum of two (2) times a year or more frequently as requested by a majority of the BRAC members or by the Chair.
2. All BRAC meetings shall be held at the Jefferson County Courts and Administration Facility-.
3. All BRAC meetings shall be open to the public, and minutes of such meetings shall be kept. The BRAC shall make meeting notices, agendas, date, time and location of regular and special meetings available to the public.
4. All actions of the BRAC shall be taken by motion approved by a majority of the BRAC.
5. Fifty percent (50%) of the BRAC members shall constitute a quorum.

## E. Miscellaneous

1. The BRAC may adopt bylaws governing any aspect of its procedures, provided such bylaws are not inconsistent with the terms of this Policy or other County policy.
2. Strategy, Innovation, & Finance will provide staff resources to BRAC in support of its mandate, including organizing BRAC meetings, disseminating meeting agendas, and taking meeting minutes.

## F. Conflict of Interest

BRAC members shall refrain from participating in any matters before the BRAC for which they have a conflict of interest, actual or perceived. A conflict of interest shall be deemed to exist if a BRAC member or a member of their immediate family has a financial interest in the matter.

## G. Attendance and Absences

1. BRAC members are expected to regularly attend meetings, and to provide County staff with prompt notice of any anticipated absences, including the reason for such absence. The BRAC may recommend that the BCC remove any BRAC member with two (2) consecutive unexcused absences in twelve (12) consecutive months. The BRAC may excuse a member's absence where such absence is due to illness or other medical issue, a work conflict, or such other reason satisfactory to the BRAC, and the absent member provides appropriate notice of such absence.
2. Members may not select alternates to represent themselves at BRAC meetings.

## H. 2024 Ballot Measure 1A

Without increasing any tax rate or mill levy rate, and to fund:

- Transportation and infrastructure (building, maintaining, and repairing roads, bridges, potholes, and other county infrastructure); and
- Public safety (wildfire and flood mitigation and response, addiction and mental health programs, crime prevention programs and strategies, and other county public safety functions);

Shall Jefferson County be authorized to collect, retain, and spend the full revenues from authorized revenue sources beginning in fiscal year 2024 and in each fiscal year thereafter;

And shall resulting revenue and earnings be treated as a voter-approved revenue change authorized by Article X, Section 20 of the Colorado constitution or any other law;

And shall resulting revenue and earnings be reviewed annually by an independent auditor and a citizens advisory committee?