

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Interdepartmental Agreement for Election Coordination

Presented by: Kate Newman, Deputy County Manager

Date: 7/30/2024

- For Information
- For Discussion/Board Direction
- Consent to Place on Business/Hearing Agenda

Issue: Authorize the Chairman to execute an Interdepartmental Agreement for Election Coordination with the Jefferson County Clerk and Recorder (the “Clerk and Recorder”) memorializing the respective responsibilities of each office in connection with the County ballot measure referred to the November 5, 2024, election ballot.

Background: On July 9, 2024, the Board of County Commissioners passed resolution CC24-204 which referred a ballot measure to the November 5, 2024, election regarding revenue retention.

In accordance with Colorado Revised Statutes, the Clerk and Recorder is responsible for conducting a coordinated election on behalf of all political subdivisions in the County and must enter into an agreement with each political subdivision allocating the responsibilities of each party regarding the preparation and conduct of the election. This agreement is required to be executed and delivered by August 27, 2024.

Discussion: All terms of the Interdepartmental Agreement for Election Coordination have not yet been agreed to, but the agreement will assign each of the key tasks required to be completed to either the BCC’s liaison or the Clerk and Recorder. These tasks include, among other things, preparation of the ballot certification, preparation of the Spanish language translation, and collection and summarization of pro and con statements, coupled with deadlines for completion of each task.

Fiscal Impact: yes no

Revenue Limits Impact: yes no

SPA Review: Support, no concern

County Attorney Review: Jean Biondi, July 17, 2024

Facilities Review: Not applicable

BIT Review: Not applicable

Fleet Review: Not applicable

Human Resources Review (new FTE only): Not applicable

Recommendations: Direct staff to bring a resolution to a future hearing to approve the Chairman executing an Interdepartmental Agreement for Election Coordination negotiated with the Clerk and Recorder, following approval as to form by the County Attorney's Office.

Originator: Kate Newman, Deputy County Manager

Contacts for Additional Information: Kym Sorrells, County Attorney; Carey Markel, Deputy County Attorney; Jean Biondi, Assistant County Attorney