

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Election Judge Pay Increase Grant Application and Supplemental Budget Request

Presented by: Clerk Amanda Gonzalez; Peg Perl, Chief Deputy Clerk and Recorder

Date: 9/10/2024

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

Issue: The Clerk and Recorder’s office seeks approval to apply for a 2024 November Election Judge Pay Increase Grant from the Secretary of State (SOS) together with a supplemental budget request to cover administrative costs required to utilize the grant. The SOS Grant program would provide up to \$157,485 in federal funds to provide a \$3 per hour wage increase to all temporary election judges working for Jefferson County in the November General Election. The Clerk will be required to cover up to \$28,347.30 in administrative costs paid to Job Store Staffing and seeks a supplemental appropriation of funds to the Clerk and Recorder Office’s FY2024 Budget in this amount.

Background: In May 2024, the SOS announced new grant opportunities for County Clerks to apply for federal funds under the Help America Vote Act (HAVA) in connection with the June and November 2024 elections. Under the November Election Judge Pay Increase Grant, the Clerk’s office is eligible to receive up to \$3 per hour worked by election judges during the November General Election. Funding from the grant may only be used for additional pay to election judges, not election staff or county staff. The Clerk’s office must increase the pay of all election judges by the same hourly wage increase, up to \$3 per hour, to be eligible for funding under this grant. These funds must not be used to pay county staff that may be performing election judge duties and must be distributed in a non-arbitrary and nonpartisan manner. The Clerk’s office cannot use grant funds to cover the 18% fee charged by Job Store Staffing to cover administrative of payroll and employment of Jefferson County’s election judges. Grant funds will be distributed as a reimbursement of actual costs by the SOS after the election based on actual hours and pay records submitted.

Discussion: The Clerk’s office plans on hiring approximately 896 election judges for the November Election. Based on estimates of hours scheduled for these judges, the Clerk’s office grant application would include \$157,485 as the estimated federal grant award. Based on this estimate, the Clerk’s office has calculated \$28,347.30 as the amount of administrative fees due to Job Store Staffing not reimbursable with Grant funds.

The Clerk is a cautious steward of county funds appropriated and has prioritized statutorily mandated expenses during the three elections of 2024. New legislative

changes and two postage increases have affected costs since the 2024 Budget was appropriated. The SOS offered a similar election judge pay grant for the June Primary Election which the Clerk declined to apply for based on a conservative approach to budgeting this year to cover needed expenses in the November election.

Election judges pay in Jefferson County ranges between \$15.00 and \$20.50 per hour, which is the lowest of all metro area counties. The Clerk's office also believes almost all of the other metro counties are applying for the additional grant funds to raise their pay \$3 per hour in November. In keeping with continued improvements, the Clerk's office is looking for opportunities to partner within the county to bring election judge hiring and payroll process in-house in the near future to streamline the process and lower costs. However, for this November a supplemental appropriation to the FY2024 Budget is necessary to cover these administrative costs in order to apply for this grant opportunity.

Fiscal Impact: **yes** **no**

There is no match requirement. This is a supplemental request for both revenue and expenditure in the amount of \$185,832 for the Clerk & Recorder's Office General Fund 2024 Budget. This is a federal grant for an estimated amount of \$157,485 and an amount of \$28,347 is being requested from General Fund to support the administrative costs that are not subject to reimbursement with the grant funding.

- Year of impact:2024
- TABOR impact: No, federal funds
- Existing grant or project: Yes
- New grant or project: No
- Requested in adopted budget: No, was not available at that time
- Ongoing or one-time: One-time
- General Fund impact: Yes, supplemental of \$28,347.30 needed to cover costs not subject to reimbursement with federal grant funds.
- Staffing impact: No
- ARPA impact: No
- Match requirements: Yes, County coverage of administrative fees as described
- Mandate/Contractual obligation: No

Revenue Limits Impact: **yes** **no**

There is no impact to the county's TABOR Fiscal Year Spending Limit because the revenue source is a federal grant.

SPA Review: Support, with concern.

This request is General Fund impacting in the amount of \$28,347. The request will have a minimal one-time impact on the General Fund for the 2024 budget.

County Attorney Review: Jean Biondi, 8/28/24

Facilities Review: N/A

BIT Review: N/A

Fleet Review: N/A

Human Resources Review (new FTE only): N/A

Recommendations: (1) That the Board of County Commissioners approves the Clerk and Recorder's request to apply for up to \$157,485 in federal funds from the Colorado Secretary of State and directs that these funds be included in a future supplemental for the Clerk & Recorder's 2024 General Fund budget if the grant is awarded. (2) That the Board of County Commissioners supports the Clerk and Recorder's request for a supplemental to the 2024 Adopted Budget in the General Fund for the Clerk and Recorder's Office in the amount of \$28,347.30 and to direct staff to include the request on a future hearing consent agenda for formal approval and adoption.

Originator: Peg Perl, Chief Deputy Clerk and Recorder, 303-271-8124

Contacts for Additional Information:

Peg Perl, Chief Deputy Clerk and Recorder, 303-271-8124

Cyndi Vosburgh, Finance Director, Office of the Clerk and Recorder, 303-271-8149

Geneice Murphy, Elections Director, Office of the Clerk and Recorder, 303-271-8117