



# City Council Communication

**AGENDA DATE:** July 21, 2025

**LEGISTAR ITEM #:** Res 2025-031

**PRESENTER:** Dylan Gibson

**DEPARTMENT:** City Clerk's Office

☐ Ordinance

☒ Resolution

☐ Public Hearing

## REQUEST

Adopt a resolution approving an intergovernmental agreement ("IGA") to coordinate the City's regular municipal election with Adams County.

## BACKGROUND

Pursuant to Commerce City Charter Sec. 3.1, the City conducts regular municipal elections in November of odd-numbered years in coordination with Adams County. This year's election will be held on November 4, 2025 and will have four City Council offices on the ballot: One (1) Ward I office; one (1) Ward III office, and two (2) At-Large offices. The terms of office for each position will be for four (4) years.

As required by Charter, the City must conduct its regular municipal elections as a "coordinated election" as defined in Colorado Revised Statutes Sec. 1-1-104. This means that the City Clerk's Office and the Adams County Clerk and Recorder's Office (County) will work collaboratively to conduct the election and the City will contract with the County to perform certain election actions as required by state law on behalf of the City. Adams County coordinates with other local governments such as municipalities and special districts and provides voters with a singular ballot that encompasses all races, questions, and measures on which a voter is eligible to vote.

Under this IGA, the County will be responsible for the conduct of the election which includes providing for voter services and polling centers, publishing notices, printing and mailing ballots to voters, certifying the results of the election, and storing election records as required by state law. The City Clerk's Office will be responsible for providing the County with the street indexes within the City's boundaries, supplying and

## CITY COUNCIL COMMUNICATION CONTINUED

verifying nomination petitions, receiving and filing affidavits for write-in candidates, and preparing and certifying the City's ballot content.

### FINANCIAL IMPACT

|                                  |                                    |
|----------------------------------|------------------------------------|
| Contractor                       | Adams County Clerk and Recorder    |
| Amount of Request/Contract       | \$25,000.00                        |
| Amount Not To Exceed             | \$N/A                              |
| Amount Budgeted                  | \$25,000.00                        |
| Budget Year                      | FY2025                             |
| Funding Source                   | General Fund – City Clerk's Office |
| Additional Funds Needed          | \$N/A                              |
| Funding Source (if funds needed) | N/A                                |

### PROJECT TIMELINE

|                                     |                                  |
|-------------------------------------|----------------------------------|
| <b>Estimated Start Date</b>         | <b>Estimated End Date</b>        |
| July 31, 2025                       | November 25, 2025                |
| <b>Years and Months of Contract</b> | <b>Number of Times Renewable</b> |
| 4 months                            | None                             |

### JUSTIFICATION

|                                       |                                                       |                                    |                                           |
|---------------------------------------|-------------------------------------------------------|------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Council Goal | <input type="checkbox"/> Strategic Plan               | <input type="checkbox"/> Work Plan | <input checked="" type="checkbox"/> Legal |
| Citation                              | Charter Sec. 3.1<br>Colorado Revised Statutes 1-1-111 |                                    |                                           |

### PUBLIC OUTREACH

- The City's website has a 2025 elections page with general election information, an election calendar, and a candidate guide at [www.c3gov.com/elections](http://www.c3gov.com/elections).
- Social media posts and website news posts will start advertising the election closer to when "election season" begins in August.
- A Candidate Information Session to be held on August 5, 2025 at 6pm to provide potential candidates with information about the city, running for office, and campaign finance. Candidates will have an opportunity to ask questions of the City Manager and City Clerk about the City, the election, and campaign finance.

# CITY COUNCIL COMMUNICATION CONTINUED

## AVAILABLE ACTIONS

- Approve as submitted.

## STAFF RECOMMENDATION

Adopt the resolution as part of the Consent Agenda.