

**RESOLUTION NO. 13-21**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF CASTLE PINES, COLORADO  
APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
DOUGLAS COUNTY CLERK AND RECORDER AND THE CITY OF CASTLE PINES  
REGARDING THE CONDUCT OF A COORDINATED ELECTION**

**WHEREAS**, November 5, 2013 is a designated coordinated election date under state law; and

**WHEREAS**, the City Council of the City of Castle Pines (the “City Council”) intends to place certain issues before the electorate at the November 5, 2013 election; and

**WHEREAS**, pursuant to Section 1-7-116(5), C.R.S., the City notified the Douglas County Clerk and Recorder in writing of its intent to participate in the November 5, 2013 election; and

**WHEREAS**, pursuant to Section 1-7-116(1), C.R.S., if more than one political subdivision holds an election on the same day in November and the eligible electors for each election are the same of the boundary overlap, the county clerk and recorder shall conduct the elections on behalf of all political subdivisions; and

**WHEREAS**, Section 1-7-116(2), C.R.S., states that the political subdivisions for which the County Clerk and Recorder will conduct the coordinated election shall enter into an agreement with the county clerk and recorder, which agreement shall be signed no later than seventy days prior to the election, or on or before August 27, 2013; and

**WHEREAS**, the City Council wishes to enter into such an agreement with the Douglas County Clerk and Recorder regarding the conduct of the November 5, 2013 coordinated election; and

**WHEREAS**, Sections 31-10-102.7 and 1-1-102(1), C.R.S., allow a municipality to provide by ordinance or resolution that it will utilize the requirements and procedures of the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S. (the “Uniform Election Code”) in lieu of the Municipal Election Code of 1965, Article 10 of Title 31, C.R.S., with respect to any election; and

**WHEREAS**, by Ordinance No. 09-09, the City Council has confirmed that coordinated elections, as defined in the Uniform Election Code, shall be conducted in accordance with the Uniform Election Code; and

**WHEREAS**, the City Council desires to utilize the requirements and procedures of the Uniform Election Code for the November 5, 2013 election.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO THAT:**

**Section 1.** The City Council hereby approves the Intergovernmental Agreement between the City of Castle Pines (the "City") and the Douglas County Clerk and Recorder regarding the conduct of the November 5, 2013 coordinated election, substantially in the form attached as **Exhibit A** (the "Election IGA"), and authorizes the City Clerk and Deputy City Clerk to take whatever action is necessary to coordinate the election.

**Section 2.** The Designated Election Official for the City for the 2013 coordinated election is the Deputy City Clerk, Diane Spomer.

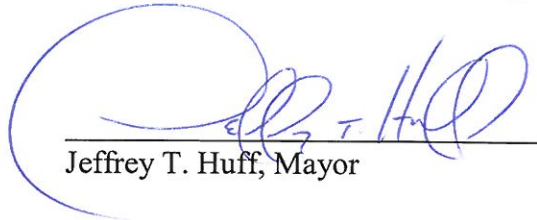
**Section 3.** The City Council hereby specifically approves the expenditure of the City's pro rata share of the actual costs for the Douglas County Clerk and Recorder to conduct the coordinated election, including the City's pro rata share of the costs of printing and mailing the ballots and all other election expenses pursuant to the terms of the Election IGA.

**Section 4.** For purposes of the November 5, 2013 coordinated election, the City shall utilize the requirements and procedures of the Uniform Election Code.

**Section 5.** The Mayor, Mayor Pro Tem, or City Manager shall be authorized to execute the Election IGA on behalf of the City.

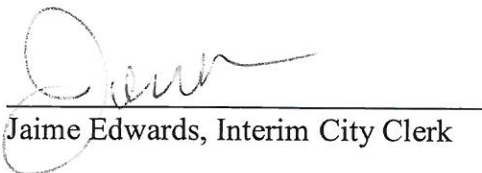
**Section 6.** This Resolution shall be effective immediately upon approval of the City Council of the City of Castle Pines.

**INTRODUCED, READ, AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES** by a vote of 6 in favor and 0 against this 23<sup>rd</sup> day of July, 2013.



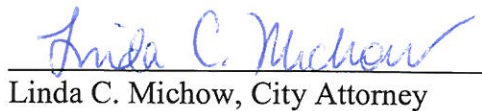
Jeffrey T. Huff, Mayor

ATTEST:



Jaime Edwards, Interim City Clerk

APPROVED AS TO FORM:



Linda C. Michow, City Attorney

EXHIBIT A  
INTERGOVERNMENTAL AGREEMENT WITH DOUGLAS COUNTY  
("ELECTION IGA")

**INTERGOVERNMENTAL AGREEMENT**

**BETWEEN**

**DOUGLAS COUNTY CLERK AND RECORDER**

**AND**

**City of Castle Pines**

**Regarding the Conduct and Administration of the**

**NOVEMBER 5, 2013  
COORDINATED MAIL BALLOT ELECTION**

**Prepared by:  
Jack Arrowsmith  
Douglas County Clerk and Recorder  
125 Stephanie Place  
Castle Rock, Colorado 80109  
303-660-7444**

THIS AGREEMENT is made by and between the Board of County Commissioners of the County of Douglas, State of Colorado, on behalf of the Douglas County Clerk and Recorder (hereinafter referred to as the "County") and City of Castle Pines (hereinafter referred to as the "Jurisdiction") collectively as the "Parties"; and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, the County and Jurisdiction have determined that it is in the best interest of the taxpayers and the electors to conduct a Coordinated Election on November 5, 2013; and

WHEREAS, such agreements are authorized by State law.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. This election shall be conducted as a Coordinated Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.). The election participants shall be required to execute agreements with Douglas County for this purpose and may include municipalities, school districts, and special districts within the Douglas County limits and the State of Colorado.
2. The Douglas County Clerk and Recorder shall be designated as the Chief Election Official (hereinafter "CEO").
3. FURTHER, the Parties agree as follows:

## SECTION I. PURPOSE AND GENERAL MATTERS

### 1.01 DEFINITIONS:

- A. "Address Library Report" means the address report from the Secretary of State (hereinafter "SOS") voter registration system which defines street addresses within the jurisdiction.
- B. "Chief Election Official", (hereinafter "CEO") shall mean the County Clerk and Recorder shall act as the "coordinated election official," as defined within the

Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.

- C. **"Colorado Election Code"** or **"Code"** means any part of the Uniform Election Code of 1992, (Articles 1-13 of Title 1, C.R.S.) or any other Title of C.R.S governing participating Jurisdiction's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.
- D. **"Coordinated Election"** means an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk is the Chief Election Official for the jurisdictions.
- E. **"Contact Officer"** who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Jurisdiction and the procedures to be completed by the County Clerk hereunder.
- F. **"Designated Election Official"** (hereinafter **"DEO"**), who shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct same.
- G. **"IGA"** means Intergovernmental Agreement between the County and the Jurisdiction for election coordination.
- H. **"Jurisdiction"** means those Jurisdictions or local governments participating in the Coordinated Election under the terms of this Agreement.
- I. **"Mail Ballot Packet"** means the packet of information provided by the chief election official to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, a secrecy envelope, and a return envelope. § 1-7.5-103(5), C.R.S.
- J. **"Post Election Audit"** means such audit as set forth in SOS Rule 11.5.4.

- K. **“Proposed Jurisdiction”** means a jurisdiction which may be formed pursuant to this election which is not yet identified by a tax authority code in the County Assessor database.
- L. **“SOS”** means State of Colorado Secretary of State.
- M. **“SOS Election Calendar”** means the most recent election calendar as published on the SOS website located at [www.sos.state.co.us](http://www.sos.state.co.us).

## 1.02 JOINT RESPONSIBILITIES

- A. All parties shall familiarize themselves with all statutory and regulatory requirements impacting coordinated elections and TABOR notices if required - See Attachment E.
- B. Nothing herein shall be deemed or construed to relieve the CEO or the Jurisdiction from their official responsibilities for the conduct of the election.
- C. All parties shall adhere to all applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.
- D. All parties shall enforce all provisions of the Fair Campaign Practices Act as they may apply to the conduct of the election.

## 1.03 JURISDICTIONAL LIMITATION

- A. The Jurisdiction encompasses territory within Douglas County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Douglas County.
- B. Where the Jurisdiction is entirely contained within Douglas County, the CEO has jurisdiction in setting ballot order and number. When the Jurisdiction is split among more than one county, the Jurisdiction agrees to coordinate with the CEO prior to agreeing upon ballot order or numbering.

**SECTION II.  
COUNTY/JURISDICTION RESPONSIBILITIES**

The County and the Jurisdiction shall each perform their respective duties and/or functions within the context of this Agreement:

**2.01 THE COUNTY SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION:**

- A. Give assistance and information to the DEO of the Jurisdiction on any matter related to elections to ensure the smooth and efficient operation of the election (such information shall not include legal advice).
- B. Designate a "Contact Officer" with the specific duty of assisting with the election of the Jurisdiction (such oversight shall not preclude such Contact Officer from assisting with the elections of other jurisdictions or from performance of other tasks as delegated by the CEO).
- C. The Contact Officer shall provide to the Jurisdiction's Designated Election Official (as defined below) such advice (not including legal advice) and oversight as may help in the conduct of the Jurisdiction's election.
- D. Adhere to all applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.
- E. Enforce all provisions of the Fair Campaign Practices Act as they may apply to the conduct of the election.
- F. Use the Address Library Report and any documents provided regarding annexation, inclusion and or exclusion, to identify eligible electors within the Jurisdiction.
  - a. Provide the Jurisdiction with an Address Library Report which defines Jurisdictional boundaries in terms of residential street ranges based on County Assessor data.



- b. County will verify errors, omissions, and/or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.
  - c. Receive from Proposed Jurisdictions a certified legal description, map, and street list, identifying all street ranges for street addresses within the proposed Jurisdiction on or before eighty (80) days prior to the election. In the event residential addresses are not available, the Proposed Jurisdiction will be required to provide a list of the land parcel numbers which are within the boundaries of the Proposed Jurisdiction.
  - d. Receive from the Jurisdiction a certification of the accuracy of the Address Library Report, along with any changes, additions, or deletions that need to be made, to the CEO eighty (80) days prior to the election. If the street list information and/or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Coordinated Election.
  - e. Received from the Jurisdiction a certification of any annexations, inclusions, and or exclusions, adopted since January 1 of the current year, including all supporting documentation that need to be made, to the CEO eighty (80) days prior to the election. If the certification and/ or supporting documents are not provided by the date specified herein, the Jurisdiction may not participate in the Coordinated Election.
- G. Contract for Mail Ballot Packets with a vendor acceptable to the CEO and remit payment directly to the vendor.
  - H. Lay out the text of the official ballots in a format that complies with the Code. (See also Section 1.03 (B) herein).
  - I. Provide ballot printing layouts and text for proofreading and signature approval by the Jurisdiction prior to final ballot printing.
  - J. Mail the ballot packets as required by the Code.
  - K. Make available a certified list of registered voters on or before the deadline as set forth within the SOS Election Calendar - Attachment C.
  - L. Appoint, instruct, oversee, and administer the payment of the judges of the election.

- M. Coordinate, instruct, and oversee the Board of Canvassers.
- N. Prepare and run the required Logic and Accuracy test deck, along with a test deck provided by the Jurisdiction, on date as set forth within the Douglas County Important Dates - Attachment D.
- O. If applicable, provide daily business day pick-up of the sealed ballot container(s) containing voted ballots from all assigned locations. Provide replacement sealed empty ballot container (s).
- P. Publish and post the required legal notices pursuant to § 1-5-205(1), C.R.S. Notice shall be published for the Jurisdiction's ballot issues, ballot questions, and/or candidates on or before the deadline as set forth within the SOS Election Calendar - Attachment C.
- Q. CEO will refer members of the press to the DEO regarding specific questions about candidates or ballot questions.
- R. Provide the necessary electronic voting tabulation equipment, personnel properly trained in electronic tabulating equipment, programming of the vote tabulating equipment, and the facility to conduct the ballot tabulation.
- S. Conduct and oversee the process of counting the ballots and reporting the results by Jurisdiction.
- T. Provide a secure area for no more than two persons appointed by the Jurisdiction to observe the ballot counting procedures. Jurisdiction shall ensure participation of its personnel in each of the steps of the processing of the ballots prior to tabulating of the ballots.
- U. Conduct a recount of the ballots where the final ballot tabulation results are close enough to require a recount by law, or if not required by statute, upon the request of the Jurisdiction, for any reason. In either scenario, the cost of the recount will be charged to the Jurisdiction. If more than one Jurisdiction is involved in the recount, the cost will be pro-rated among the participating Jurisdictions equally.
- V. In conjunction with the Jurisdiction, prepare and run the required Post Election Audit before certifying election results.

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- W. Conduct a canvass of the votes and certify the results of the Jurisdiction's election within the time required by law and forthwith provide the Jurisdiction with a copy of all election statements and certificates which are to be created under the Code
- X. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit to the County the total payment. See Attachments A through C for pro-ratio formulas of said charges.
- Y. Store all election records as required by the Code.

**2.02 THE JURISDICTION SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION AND TABOR NOTICE:**

- A. DEO shall familiarize themselves with all statutory and regulatory requirements impacting the Jurisdiction.
- B. Identify a DEO to act as liaison between the Jurisdiction and the CEO.
- C. Identify immediately to CEO if Jurisdiction is shared by any additional county. Procedures will be followed as per SOS Rule 6.2 to determine controlling county for purpose of setting up shared races, issues, and questions in coordinated elections. (See Section 1.03 (B) herein).
- D. The Jurisdiction shall provide the CEO with a copy of the ordinance or resolution stating that the Jurisdiction has adopted the Code and that the Jurisdiction will participate in the Coordinated Election in accordance with the terms and conditions of this Agreement. The ordinance or resolution shall further authorize the presiding officer of the Jurisdiction or other designated person to execute this Agreement.
- E. The Jurisdiction confirms that it has sufficient funds available and appropriated in its approved budget to pay its prorated election expenses for this Coordinated Election.
- F. The IGA must be returned to the CEO with both signature pages on or before the deadline as set forth within the SOS Election Calendar - Attachment C in order to enter into an intergovernmental agreement, per the Code.
- G. It is recommended and encouraged for the jurisdiction to participate in the events listed on the *Important Election Dates* - Attachment D. Provide at least one member,

and no more than two members, from the Jurisdiction to participate in each of the steps of the election process, if possible.

- H. Use the Address Library Report provided by the County to identify eligible electors within the Jurisdiction. In order for the CEO to provide correct ballots to electors, the information contained in the Address Library Report must be accurate. If the street list information and/or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Coordinated Election.
- I. Identify any errors, omissions, and/or corrections to the street ranges used to define Jurisdictional boundaries, in writing eighty (80) days prior to Election Day.
- J. Provide CEO certification of the accuracy of the Address Library Report including any changes, additions, or deletions to be made to the street ranges and return with signed IGA on or before the deadline as set forth within the SOS Election Calendar - Attachment C.
- K. Proposed Jurisdictions, not already identified by a tax authority code in the County Assessor's records, will provide the CEO's office with a certified legal description, map, and a street list, identifying the street ranges for all streets within the Jurisdiction on or before eighty (80) days prior to Election Day. In the event residential addresses are not available, the proposed Jurisdiction agrees to provide a list of the land parcel numbers that are within the boundaries of the proposed Jurisdiction.
- L. Provide CEO certification of any annexations, inclusions, and or exclusions, to the Jurisdiction, including all supporting documents, on or before eighty (80) days prior to Election Day.
- M. Review all petition information and verify the information against the registration records, and, where applicable, the county assessor's records as per § 1-4-908, C.R.S. After review, the DEO shall notify the candidate of the number of valid signatures and whether the petition appears to be sufficient or insufficient. Upon determining that the petition is sufficient and after the time for protest has passed, the DEO shall certify the candidate to the ballot, and, if the election is a Coordinated Election, so notify the CEO.
- N. Jurisdiction is strongly encouraged to write initiatives in plain, non-technical language, worded with simplicity and clarity in compliance with all statutory requirements as per § 1-40-105(1), C.R.S.



- O. Jurisdiction shall attempt to limit content to four linear ballot column inches. Content exceeding this limit will be subject to additional fees of \$1,000 for each additional linear ballot column inch charged in full one linear ballot column inch increments. Content limits shall not apply to candidate races. Charges shall not exceed \$0.50 per registered voter, not including publication or TABOR Notice costs.
- P. Respond to inquiries as follows: The CEO shall respond to all correspondence and calls within its expertise relating to election procedures. The CEO and Contact Officer shall refer correspondence and calls concerning the substance of the ballot issues or the operations of the Jurisdiction to a person designated by the Jurisdiction to the CEO at least forty-five (45) days prior to this election. The DEO shall have staffing by Jurisdiction and be available to the CEO; and also shall reply to the originator of such substance and operations questions within a reasonable time after being notified of the same by the CEO. The DEO shall refer correspondence and calls relating to election procedures, and which are outside of the DEO's expertise, to the Contact Officer for response.
- Q. Determine the ballot title and text.
- R. Certify, if applicable, the candidates, the list of ballot issues and/or ballot questions electronically (with receipt confirmed by the County Election Department) in a plain text format on or before the deadline as set forth within the SOS Election Calendar - Attachment C. The ballot content must be certified in the order in which it will appear on the ballot. The certified list of candidates, ballot issues, and/or ballot questions shall be final and the County will not be responsible for making any changes after the certification, except those prescribed by statute. We will not accept text with bold, italic, underline, bullets tables or indentations. All caps are reserved for TABOR issues only per the code.
- S. Jurisdiction is to provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot at the time ballot content is certified to the County. Please call and leave a voice mail recording at (303) 663-6279 and include the candidate name; jurisdiction and title of office.
- T. Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO after the above noted date may result in their candidates, issues, or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. The Jurisdiction shall also reimburse the full and actual costs of the activities of the CEO relating to the election.

- U. Proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance before the printing of the ballots. Such acknowledgement shall be made within 30 minutes to 120 minutes, and no later than 5:00 pm of receipt of the layout and text from County.
- V. Prepare, hand-count, and deliver to the CEO, the required test deck of ballots for testing the electronic vote counting equipment, see Douglas County Important Dates - Attachment D for due date.
- W. For elections where owning property in the Jurisdiction is a requirement for voting in the election, utilize the online inquiry terminal to access the State of Colorado and Douglas County voter registration records to confirm voter registration and verify "property ownership" information.
- X. Provide the CEO with an initial and supplemental certified list of "property owners" (if applicable) eligible to vote in the election, as determined by the Jurisdiction, who:
  - a. Own property within the Jurisdiction, appear on the State of Colorado list of registered voters, reside at an address as shown, that is not within the boundaries of Douglas County ("Out of County" property owners); or,
  - b. Own property within the Jurisdiction, appear on the Douglas County list of registered voters, reside at an address that may not match the property address as shown on the County Assessor's list, but is within the boundaries of Douglas County ("In County" property owners).
  - c. The lists shall be submitted as an electronic copy. The electronic copy shall be submitted to the CEO using Microsoft Excel format. The spreadsheet shall contain no more than one (1) eligible elector's name per line. Each line shall consist of the following separated fields: eligible elector's county identification number (if applicable), last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number, if available, and Douglas County precinct number, if applicable.
- Y. Publish and post any required legal notices for the jurisdiction's candidates, ballot issues and/or ballot questions, other than the notice required by § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the County for its records.
- Z. Provide support on the day of the election via telephone and in person, should the need arise, from 7:00 am until counting of the ballots is completed. Designated

contact person for Jurisdiction must be provided upon execution of this Agreement. Emergency contact information must also be provided.

- AA. Notify the CEO within twenty-four hours of the completion of the final ballot tabulation whether a recount is required or desired. The Jurisdiction shall reimburse the County for the full cost of the recount. If other Jurisdictions are included in the recount the cost of the recount will be pro-rated among the participating Jurisdictions as per § 1-10.5-101, C.R.S.
- BB. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit to the County the total payment. See Attachments A and B.
- CC. Pay any additional or unique election costs resulting from Jurisdiction delays and/or special preparations or cancellations relating to the Jurisdiction's participation in the Coordinated Election.

### SECTION III. CANCELLATION OF ELECTIONS

#### 3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

- A. In the event that the Jurisdiction resolves not to hold the election, then notice of such resolution shall be provided to the CEO immediately. The Jurisdiction shall be liable for the full actual costs of the activities of the CEO relating to the election incurred both before and after the CEO's receipt of such notice. The Jurisdiction shall provide and post notice by publication as defined in the Code. In the event that the Jurisdiction resolves not to hold the election after the last day for the DEO to certify the ballot order and content to the CEO (see SOS Election Calendar - Attachment C), the text provided by the Jurisdiction cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice).

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**SECTION IV.  
MISCELLANEOUS**

**4.01 NOTICES.**

- A. Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a fax was received; to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

To County: Jack Arrowsmith  
Douglas County Clerk and Recorder  
Elections Department  
125 Stephanie Place  
Castle Rock, Colorado 80104  
Fax: (720) 733-6977

To Jurisdiction: Diagne Spomer  
Deputy City Clerk  
City of Castle Pines  
7501 Village Sq. Dr #140  
Castle Pines CO 80108  
Fax: 303-688-9414

**4.02 TERM OF AGREEMENT.**

- A. The term of this Agreement shall continue until all statutory requirements concerning the conduct of the election and the creation, printing, and distribution of the TABOR Notice, if needed, are fulfilled.

**4.03 AMENDMENT.**

- B. This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.



**4.04 INTEGRATION.**

- A. The Parties acknowledge that this Agreement constitutes the sole Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

**4.05 CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT.**

- A. In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law. No resolution of either party to this Agreement shall impair the rights of the CEO or the Jurisdiction hereunder without the consent of the other party to this Agreement.

**4.06 TIME OF ESSENCE.**

- A. Time is of the essence for this Agreement. The time requirements of the Code shall apply to completion of the tasks required by this Agreement. Failure to comply with the terms of this agreement and/or the deadlines as published in the SOS Election Calendar - Attachment C or the Code may result in consequences up to and including termination of this agreement.

**4.07 GOOD FAITH.**

- A. The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or general action.

**4.08 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.**

- A. The Parties hereto understand and agree that the County, its commissioners, officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act (the "CGIA"), §§ 24-10-101 to 120, C.R.S., or otherwise available to the County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.



**4.09 NO THIRD PARTY BENEFICIARIES.**

- A. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the County and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

**4.10 ATTACHMENTS.**

- A. The following attachments are incorporated herein by this reference.

Attachment A Douglas County Coordinated Election Cost Pro-Ration Example

Attachment B 2013 Cost Estimates

Attachment C SOS Election Calendar (subject to updates)

Attachment D Douglas County Important Election Dates

Attachment E TABOR Notice

END OF PAGE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

CHIEF ELECTION OFFICIAL:

By Jill E Repella, Chair

By Jack Arrowsmith, Clerk and Recorder

Date \_\_\_\_\_

Date \_\_\_\_\_

Attest Melissa A. Pelletier, Deputy Clerk to the Board

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

ANDREW COPLAND  
Director of Finance

Senior Assistant County Attorney

By City of Castle Pines  
[Signature]  
Date 7-25-2013

By [Signature]  
Date 7-25-13

Attest [Signature]

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

[Signature]  
Finance Department

[Signature]  
Attorney

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.


THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

CHIEF ELECTION OFFICIAL:

*N/A Sec Attached*  
By Jill E Repella, Chair

By *[Signature]*  
Jack Arrowsmith, Clerk and Recorder

Date *N/A*

Date *Aug 5, 2013*  


Attest Melissa A. Pelletier, Deputy Clerk to the Board

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

ANDREW COPLAND  
Director of Finance

Senior Assistant County Attorney

City of Castle Pines  
By *[Signature]*  
Date *7-25-2013*

By *[Signature]*  
Date *7-25-13*

Attest *[Signature]*

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

*[Signature]*  
Finance Department

*[Signature]*  
Attorney

**DOUGLAS COUNTY COORDINATED ELECTION  
COST PRO-RATION EXAMPLE**

Douglas County cost pro-ration for each participating Jurisdiction in the November 5, 2013 Coordinated Election will be based, in part, on the Jurisdiction's percentage of registered voters within the county, calculated in the following manner:

PARTICIPATING JURISDICTION'S	NUMBER OF REGISTERED VOTERS
State Issues	A
County Issues	B
School District	C
Jurisdiction 1	D
Jurisdiction 2	E
Jurisdiction 3	F
TOTAL	Z

Therefore, the percentage of total registration would be calculated as follows:

State Issues	=	CRS 1-5-505.5 (3) (b) (\$0.80 per voter)
County Issues	=	B/Z (% of Total Registration)
School District	=	C/Z (% of Total Registration)
Jurisdiction 1	=	D/Z (% of Total Registration)
Jurisdiction 2	=	E/Z (% of Total Registration)
Jurisdiction 3	=	F/Z (% of Total Registration)

**COST PRO-RATION CALCULATIONS**

**GENERAL COST CALCULATION:**

Jurisdiction's Total Registration x \$0.50 up to 4\* linear ballot column inches (\*candidate races excluded)

And

\$ 1,000.00 each additional linear ballot column inch

Or

\$500 minimum cost (whichever is greater)

**PUBLICATION OF ELECTION NOTICES CALCULATION:**

(Cost of Election Notice /# Jurisdiction participating)

**TABOR NOTICE COST CALCULATION:**

[(Printing + Postage + Labeling) x (% Total Registration)]

Or

\$250 minimum cost (whichever is greater)

The actual cost of the election will not be determined until after the election. The billing percentages will be determined approximately 20 days prior to the election. Payment by participating Jurisdictions will be directed to the County Clerk and Recorder, in whole within 30 days of receipt of billing. The County Clerk will coordinate payments to vendors.



**2013 Election Calendar**

Please check the SoS web site regularly for the most current calendar to date.

<b>December, 2012</b>		
6-December (Thursday)	Last day for the Secretary of State to compile and total returns from all counties and order appropriate recounts, if any. (30 days after the General Election)	1-10-103(2) 1-10.5-102(2)
7-December (Friday)	Last day an interested party may request a recount of the results of the General Election at their own expense. (Within 31 days after the election)	1-10.5-106(2)
13-December (Thursday)	Last day to complete a requested recount. (No later than the 37th day after the General Election)	1-10.5-106(2)
<b>January, 2013</b>		
9-January (Wednesday)	General Assembly to convene 2013 regular session.	Art. V, Sect. 7
10-January (Thursday)	Last day for state office holders/appointees to file personal financial disclosures, or update form.	24-6-202(4)
<b>February, 2013</b>		
4-February (Monday)	Deadline for the county clerk and recorder to mail confirmation cards to electors whose ballots were returned undeliverable or who failed to vote in the 2012 general election.	1-2-605(6)
4-February (Monday)	Deadline for the county clerk and recorder to provide the county chairpersons of the major political parties with a list of records cancelled under the NVRA. (no later than 90 days after the general election)	1-2-605(8)
<b>March, 2013</b>		
1-March (Friday)	Deadline for the Secretary of State to distribute a free list of who voted in the 2012 general election to each major and minor political party. (no later than March 1 following the general election)	1-2-305(4)
<b>April, 2013</b>		
5-April (Friday)	Last day to submit a draft to the Secretary of State of a 2013 proposed initiative to be heard by the Title Board. (by 3:00pm, 12 days before the last Title Board Hearing)	1-40-106(1)
17-April (Wednesday)	Last Title Board Hearing for measures that will appear on the 2013 Coordinated election ballot.	1-40-106(1)
<b>May, 2013</b>		
9-May (Thursday)	The General Assembly must adjourn no later than this date. (regular sessions must not exceed 120 calendar days)	Art. V, Sect. 7
<b>June, 2013</b>		
3-June (Monday)	Last day for the Secretary of State to notify county clerks of qualified political organizations' loss of qualified status. (no later than June 1 of each odd-numbered year)	Rule 3.8; 1-1-106(4)
<b>July, 2013</b>		
29-July (Monday)	If a political subdivision has taken formal action to participate in the Coordinated Election, it must notify the county clerk in writing. (100 days before the election, if the governing body has taken formal action)	1-7-116(5); 1-1-106(4)
<b>August, 2013</b>		
5-August (Monday)	Last day to file an initiative petition with the Secretary of State for the 2013 Coordinated Election. (no later than 3:00 PM, at least 3 months before the election)	Art. V, Sect. 1(2)
5-August (Monday)	Last day to file an addendum to a previously filed initiative petition that was deemed insufficient. (within 15 days after determination of insufficiency, but no later than 3:00pm at least 3 months before the election)	Art. V, Sect. 1(2); 1-40-117(3)(b)
7-August (Wednesday)	Last day for the county clerk to submit a mail ballot plan to the Secretary of State if conducting the Coordinated election by mail. (no later than 90 days before the election)	1-7.5-105(1) Rule 12.4.1(a)
7-August (Wednesday)	Last day to establish polling places for the 2013 Coordinated election. (no later than 90 days before the election)	1-5-102.5(1)
7-August (Wednesday)	First day a candidate for the office of school district director may circulate a nomination petition. (no sooner than 90 days before the election)	1-4-803(1)(b)
7-August (Wednesday)	Last day for a county clerk and recorder conducting the Coordinated election by mail ballot to mail voter information cards to electors whose records are marked "Inactive - Failed to Vote." (no later than 90 days before a mail ballot election)	1-7.5-108.5(1)
22-August (Thursday)	Last day for the Secretary of State to give written approval to a submitted mail ballot plan, if the plan was filed on August 7th. (within 15 days after submission of the plan)	1-7.5-105(2)(a) Rule 12
27-August (Tuesday)	Deadline for the county clerk coordinating political subdivisions to sign intergovernmental agreements for the 2013 Coordinated Election. (no later than 70 days before the election)	1-7-116(2)

## 2013 Election Calendar

30-August (Friday)	Last day for candidates for the office of school district director to file a nomination petition. (no later than 67 days before the election)	1-4-803(2)
<b>September, 2013</b>		
3-September (Tuesday)	Last day to file an affidavit of intent to run as a write-in candidate for a non-partisan coordinated election. (by close of business on the 64th day before the election)	1-4-1102(2)
4-September (Wednesday)	Last day for the Secretary of State to issue statements of sufficiency or insufficiency for initiative petitions filed on August 5th. (no more than 30 calendar days after the petition is filed)	1-40-118(1)
6-September (Friday)	Last day for the designated election official from each political subdivision that intends to conduct an election to certify the ballot content. If the election will be coordinated with the county, the certification must be delivered to the county clerk and recorder of each county that has territory within the political subdivision. (no later than 60 days before the election)	1-5-203(3)(a) Rule 6.2
6-September (Friday)	Deadline for the county clerk to file security and contingency plans with the Secretary of State. (no later than 60 days prior to the first election where the procedures will be used)	1-5-616(5)(b) Rule 43.2
6-September (Friday)	Deadline for the county clerk to begin video surveillance of designated areas for the Coordinated Election (at least 60 days before the election)	Rule 43.2.5
9-September (Monday)	Last day for the Secretary of State to send notice and certification of the Coordinated election ballot to the county clerks. (no later than the 57th day before the Coordinated Election)	1-5-203(1)
11-September (Wednesday)	Last day for the designated election official to submit a mail ballot plan to the Secretary of State to conduct a nonpartisan election by mail ballot if the jurisdiction is not coordinating with the county clerk. (no later than 55 days before the election)	1-7-5-105(1) Rule 12.4.1(a)
20-September (Friday)	Last day to file pro/con comments pertaining to local ballot issues with the designated election official in order to be included in the ballot issue notice. (the Friday before the 45th day before the election)	1-7-901(4)
21-September (Saturday)	Deadline to send mail/mail-in ballots to military and overseas electors. (no later than 45 days before the election)	1-8-3-110(1)
22-September (Sunday)	Last day for Legislative Council to publish the title and text of statewide ballot measures at least one time in at least one legal publication of general circulation in every county. (at least 15 days before the voter registration deadline)	Art. V, Sect. 1(7.3); 1-2-201(3)
23-September (Monday)	Last day for a petition representative to submit a summary of comments in favor of their local ballot issue. (no later than 43 days before the election)	1-7-903(3)
24-September (Tuesday)	Last day for the designated election official to deliver ballot issue notices to the county clerk. (no later than 42 days before the election)	1-7-904
26-September (Thursday)	Last day for the designated election official to order registration and property owner records for use by election judges in a local election that is not coordinated with the county. (no later than the 40th day before the election)	1-5-303(1); 1-5-304(1), (2)
26-September (Thursday)	Last day for the Secretary of State to give written approval to a submitted mail ballot plan, if plan was filed on September 11th. (within 15 days after submission of the plan)	1-7-5-105(2)(a) Rule 12
<b>October, 2013</b>		
2-October to 7-October	Voter registration applications accepted at a voter registration agency, must be transmitted to the county clerk and recorder of the county in which the agency is located, no later than 5 days after the date of acceptance. (during the last 5 days before the deadline to register to vote)	1-2-507
4-October (Friday)	Ballots for the Coordinated Election must be printed and in possession of the designated election official. (No later than 32 days before the General Election)	1-5-403(1)
4-October (Friday)	Last day to mail notice of election for ballot issues. (At least 30 days before a ballot issue election)	Art. X, Sect. 20(3)(b) 1-7-116 1-1-106(5)
4-October (Friday)	Last day for the Legislative Council staff to print and distribute the ballot information booklet for statewide measures to active registered voters. (At least 30 days before the election)	Art. V, Sect. 1(7.5)(b); 1-1-106(5)
7-October (Monday)	Deadline for the county clerk to provide initial registration lists, and county assessor to provide initial property owner's list ordered by political subdivisions. (first list provided by the 30th day before the election and the supplemental list provided the 20th day before the election)	1-5-303(1); 1-5-304; 1-7-5-107(2)(a)
7-October (Monday)	Last day to register to vote for the Coordinated Election. (No later than 29 days before the election)	1-2-201(3)
8-October to 5-November	Elector may complete a sworn affidavit for a change of address in the county clerk's office stating that he/she moved within the state no later than the 30th day before the election. (For the 28 days before and on the day of the election)	1-2-216(4)(a) 1-2-217.5



## 2013 Election Calendar

11-October (Friday)	Deadline to complete changes in the boundaries or division of precincts for nonpartisan elections. (No later than 25 days prior to the election)	1-5-104(1), (4)
11-October (Friday)	Deadline for county clerk to submit annual polling place accessibility assessments. (no later than 25 days before a nonpartisan election)	Rule 7.7.2(c)
15-October (Tuesday)	First day mail-in ballots may be sent to voters, except for UOCAVA voters. First day replacement ballots may be made available at the county clerk's office. (No sooner than 22 days before the General Election)	1-7.5-107(3)(a); 1-8-111(1) 1-1-106(4)
16-October (Wednesday)	Deadline for the county clerk and recorder to provide supplemental registration lists, and county assessor to provide supplemental property owner's list ordered by political subdivisions. (no later than 20 days before the election)	1-5-303(1),(2); 1-5-304(1),(2); 1-7.5-107(2)(b)
16-October (Wednesday)	Last day for the designated or coordinated election official to publish notice of the Coordinated Election if conducting a mail ballot election. (no later than 20 days before the election)	1-7.5-107(2.5)(a)(I)
18-October (Friday)	Deadline for the county clerk to send mail ballots to each active elector for a Coordinated Election conducted by mail ballot. (no later than 18 days before the Election)	1-7.5-107(3)(a)(I)
21-October (Monday)	Early voting begins for the Coordinated Election if conducted as a polling place election. (15 days before the coordinated election)	1-8-202
21-October (Monday)	Last day to appoint board of canvassers for a nonpartisan election that is not coordinated by the county. If the election is coordinated, the canvass board will be appointed in accordance with the intergovernmental agreement. (At least 15 days before election)	1-10-201(1)
21-October (Monday)	Last day the designated election official for a nonpartisan election may mail a voter information card to each household. It may be included with the ballot issue notice. (no later than 15 days before a nonpartisan election)	1-5-206(2)(a)
21-October (Monday)	Counting of mail-in ballots may begin. No results may be disclosed until after 7:00pm on election day. (15 days prior to the election)	1-7.5-107.5; 1-8-302(2)(b)
24-October (Thursday)	Last day to post polling place signs for the Coordinated Election. (at least 12 days before the election)	1-5-106
25-October (Friday)	Equipment inventory lists due to the Secretary of State. (no later than 10 days before the election)	Rule 11.4.2(d); 1-1-106(5)
25-October (Friday)	Last day for designated or coordinated election official to publish notice of the Coordinated Election if conducted as a polling place election. (at least 10 days before the election)	1-5-205(1); 1-1-106(5)
26-October 7-November.	The election notice must be posted in the designated election official's office. (at least 10 days before the election and until 2 days after the election)	1-5-205(1.3); 1-1-106(5)
26-October (Saturday)	Counting of early voters' ballots may begin. No results may be disclosed until after 7:00pm on election day. (10 days before the election)	1-8-302(2)(c)
26-October (Saturday)	Deadline for the designated election official to mail a copy of the notice of election to the county clerk of each county in which the political subdivision is located if the election is not coordinated by the county. (no later than 10 days before the election)	1-5-205(1),(2); 1-1-106(5)
29-October (Tuesday)	Last day to apply for a ballot for the Coordinated Election if mailed. (no later than the 7th day before the election)	1-8-104(3)
29-October (Tuesday)	Elections Setup Records are due to the Secretary of State for the General Election. (No later than 5:00pm on the 7th day before the election)	Rule 11.7.1
<b>November, 2013</b>		
1-November (Friday)	Last day to apply for a mail-in ballot for the Coordinated Election if picked up at the designated election official's office. (close of business the Friday before the election)	1-8-104(3)
1-November (Friday)	Last day for early voting afor the Coordinated Election if conducted as a polling place election. (close of business the Friday before the election)	1-8-208(3)
5-November (Tuesday)	<b>Coordinated Election</b> (Polls open 7:00am to 7:00pm)	Art. X, Sect. 20(3)(a); 1-1-104(6.5); 1-7-101; 1-41-102(1)
5-November (Tuesday)	All ballots must be in the hands of the county clerk by 7:00pm on election day. Ballots cast by military and overseas voters must be sent no later than 7:00pm on election day and received by the close of business on the 8th day after the election.	1-8-113(1)(a); 1-8-115(1)(b), (2); 1-8.3-111; 1-8.3-113 (1), (2)
7-November (Thursday)	Deadline for the Secretary of State to notify counties of the voting devices and races selected for auditing purposes. (Within 48 hours after the close of polls)	Rule 11.5.4.1

## 2013 Election Calendar

7-November (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters for mail-in and provisional. (within 3 days from signature/ID verification but no later than 2 days after election day)	1-7.5-107(3.5)(d); 1-7.5-107.3 (2) (a); 1-8-113(3)(d); 1-8-114.5(2)(a); 1-8.5-105(3)(a) Rule 26.4.9
13-November (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (no later than the 8th day after election day)	1-8.3-113 (2)
13-November (Wednesday)	Last day for elector to cure signature discrepancy or missing signature, or to provide missing ID for mail-in and provisional ballot to be counted. (within 8 days after election day)	1-7.5-107(3.5)(d); 1-7.5-107.3 (2) (a); 1-8-113(3)(d); 1-8-114.5(2)(a); 1-8.5-105(3)(a) Rule 26.4.9
19-November (Tuesday)	Last day for verification and counting of provisional ballots to be completed. (within 14 days after election day)	1-8.5-105(5)
22-November (Friday)	Deadline to complete the canvass for the Coordinated Election. (no later than the 17th day after the election)	1-10-102(1)
22-November (Friday)	Deadline for the county clerk to report the results of the post-election audit to the Secretary of State. (no later than 5:00pm on the 17th day after the election)	Rule 11.5.4.11
25-November (Monday)	Deadline to submit official Abstract of Votes for the Coordinated Election to the Secretary of State. (no later than the 18th day after the election)	1-10-103; 1-1-106(4)
<b>December, 2013</b>		
5-December (Thursday)	Last day for the Secretary of State to compile and total returns from all counties and order appropriate recounts, if any. (30 days after the Coordinated Election)	1-10-103(2); 1-10.5-102
5-December (Thursday)	First day the county clerk may stop video surveillance of designated areas for the Coordinated Election. (through at least 30 days after the election, unless there is a recount)	Rule 43.2.5
6-December (Friday)	Last day an interested party may request a recount of the results of the General Election at their own expense. (within 31 days after the election)	1-10.5-106 (2)
12-December (Thursday)	Last day to complete a requested recount. (no later than the 37th day after the General Election)	1-10.5-106 (2)
<b>January, 2014</b>		
2-January (Thursday)	Deadline to be affiliated with a major or minor party to run as a party candidate. Deadline to be unaffiliated to access the ballot by petition as an unaffiliated candidate.	1-4-601(4)(a) 1-4-801(3) 1-4-802(1)(g)(II) 1-4-1304(2)(b)
3-January (Friday)	Last day to affiliate with a political party in order to vote in the precinct caucus if held on March 4. (2 months before the precinct caucus)	1-3-101(1)
8-January (Wednesday)	General Assembly to convene 2014 regular session.	Art. V, Sect. 7
10-January (Friday)	Deadline to submit a petition to qualify as a minor political party. (Must be signed by at least 10,000 registered electors and submitted to the Secretary of State no later than the second Friday in January)	1-4-1302(1)
*	21 days after receipt of the petition to qualify as a minor political party, the Secretary of State must issue a statement of sufficiency/insufficiency. (February 3, 2012 if petition is received on January 13, 2012)	1-4-1302(4)(b)
*	An insufficient petition to qualify as a minor political party may be amended once prior to 3 p.m. on the 7th day after the notice of insufficiency.	1-4-1302(4)(c)

## Douglas County Important 2013 Election Dates

### Coordinated Election

<b>Event</b>	<b>Date</b>
Coordinating entities certify ballot content	Sep 6
SOS certifies state ballot content	Sep 9
Deadline to mail Uniformed and Overseas Citizens ballots mailed	Sep 21
Public Logic & Accuracy Test Alternate Date	Sep 18, 9:00 a.m. - 12:00 p.m. Sep 19, 9:00 a.m. - 12:00 p.m.
Registration deadline	Oct 7
Ballot mailed to voters	Oct 15-18
Ballot Drop off locations open **Please visit DouglasVotes.com for locations	Oct 15 - Nov 4 Mon - Fri, Regular Business Hours of location Sat, Nov 2, 9:00 a.m. - 4:00 p.m. Mon, Nov 4, Regular Business Hours of location Tue, Nov 5, 7:00 a.m. - 7:00 p.m.
Voter Assistance Centers Open **Please visit DouglasVotes.com for locations	Mon- Fri, Oct 28 - Nov 1, 8:00 a.m. - 5:00 p.m. Sat, Nov 2, 9:00 a.m. - 4:00 p.m. Mon, Nov 4, 8:00 a.m. - 5:00 p.m. Tue, Nov 5, 7:00 a.m. - 7:00 p.m.
Election Day	Nov 5
Post Election Audit Alternate Date	Nov 14, 9:00 a.m. Nov 15, 9:00 a.m.
Board of Canvass Alternate Date	Nov 21, 9:00 a.m. - 12:00 p.m. Nov 22, 9:00 a.m. - 12:00 p.m.

**DOUGLAS COUNTY TABOR NOTICE**

The Ballot Issue Notice, also known as the TABOR Notice is the publication required in the Colorado State Constitution for ballot issues that call for increases in the tax rate or government debt. Colorado Constitution Article X, Section 20, requires the production of a mailed notice ("TABOR Notice) concerning certain ballot issues and/or ballot questions that will be submitted to the electors of the County and the Jurisdiction.

**THE COUNTY SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO THE TABOR NOTICE:**

- A. Determine the "least cost" method for mailing the TABOR Notice packet, and determine the portion of such cost to be applied to the Jurisdiction.
- B. Mail a TABOR Notice to each household, to "All Registered Voters" addressed as required by law, on or before the deadline as set forth within the SOS Election Calendar - Attachment C
- C. Placing the ballot issue notices received from the various Jurisdictions participating in the election in the proper order in the TABOR Notice packet.
- D. Refer calls concerning the substance of the ballot issues and ballot questions or the operations of the Jurisdiction to such person as is designated by the Jurisdiction.
- E. Prepare, print, and incorporate any notice to be included in the TABOR Notice packet that may inform the elector or that may provide other information as may be required by law.
- F. Provide a local election office contact name, address and telephone number for incorporation into the TABOR Notice and notify the Jurisdiction of such address and telephone number.

**THE JURISDICTION SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO THE TABOR NOTICE:**

- A. Perform such acts as may be required by law, including circulation, approval, review, and all other activities, relating to any petition that may concern the Jurisdiction. The DEO shall interact with any Jurisdiction petition representatives, including but not limited to, working to ensure that the DEO receives the summary of written comments for their petition within the time required by law.
- B. Determine the ballot title and text.
- C. Include, within its TABOR Notice, ballot titles in this order of preference: "NOTICE OF ELECTION TO INCREASE TAXES/TO INCREASE DEBT/ON A CITIZEN PETITION/ON A REFERRED MEASURE."

Jurisdiction DEO Initials DD

**Jurisdiction Responsibilities Continued**

- D. Prepare the text of the TABOR Notice for the Jurisdiction. Such TABOR Notice shall include any Jurisdiction voter approved additions, and:
- a. The election date, hours and local election contact name, office address and telephone number.
  - b. Ballot Question number, Ballot Title, Ballot text and written comments.
  - c. Fiscal information to be included in the TABOR Notice
- E. Accept written comments concerning ballot issues in accordance with § 1-7-901, C.R.S.
- F. Summarize the filed comments in favor of and in opposition to the ballot issue for the ballot issue notice following receipt of such comments received from the eligible electors of the Jurisdiction and the public as necessary for use in the TABOR Notice. § 1-7-903, C.R.S. The process of receiving written comments relating to ballot issues/ballot questions and summarizing such comments, as required by Section 20 of Article X of the Colorado Constitution, is the sole responsibility of the Jurisdiction.
- G. Provide the certified content of the Jurisdiction's completed TABOR Notice to the CEO as a plain text file via email or on CD or other media
- H. This submission may not be changed by the Jurisdiction following submission to the CEO without written approval from the CEO (such approval may be withheld for any or no reason), and shall be provided to the CEO no later than the 42nd day preceding the election (see SOS Election Calendar - Attachment C).
- I. Proofread the layout and the text of the Jurisdiction's portion of the notice and provide acceptance to the COE before the printing of the notice. Such acknowledgement shall be made within 30 minutes to 120 minutes, and no later than 5:00 pm of receipt of the layout and text from County.
- J. For elections where owning property in the Jurisdiction is a requirement for voting in the election, the DEO for each Jurisdiction will be responsible for mailing the TABOR Notice to those electors who own property within the Jurisdiction (or otherwise eligible to vote) but live elsewhere outside the County.
- K. The Jurisdiction shall defend and resolve at its sole expense all challenges relative to the TABOR Notices certified to the County for inclusion in the TABOR Notice package or this General Election.

Jurisdiction DEO Initials DD

- L. Observe all tasks as specified in the State Constitution and the Code in all communication to electors related to information contained in the TABOR notice.

City of Castle Pines  
By [Signature]  
Date 7-25-2013

By [Signature]  
Date 7/25/13

Jurisdiction DEO Initials [Signature]

ATTACHMENT - SAMPLE TABOR NOTICE FOR COORDINATING JURISDICTIONS  
(May be used as a template by Jurisdiction)

SAMPLE TABOR NOTICE FOR A POLITICAL SUBDIVISION

“ALL REGISTERED VOTERS”

NOTICE OF ELECTION TO INCREASE TAXES/TO INCREASE DEBT/ON A CITIZEN  
PETITION/ON A REFERRED MEASURE

Election Date: November 5, 2013

Election Hours: 7:00 A.M. to 7:00 P.M.

Local Election (DEO) Office Address and Telephone Number  
(Do NOT include Douglas County Clerk & Recorder Office Information):

(Insert) Local Election (DEO) Office Address:

(Insert) Local Election (DEO) Contact person:

(Insert) Local Election (DEO) Office Telephone  
Number

Ballot Title and Text: (insert) Ballot Question Number

See Article 10, Sec.20. - Colorado State Constitution

Preparation of Written Comments:

See C.R.S. 1-7-903

Or

“No comments were filed by the constitutional deadline”

Jurisdiction DEO Initials DD