

INTERGOVERNMENTAL AGREEMENT

BETWEEN

ARAPAHOE COUNTY CLERK AND RECORDER

AND

CITY OF LITTLETON

REGARDING THE CONDUCT AND ADMINISTRATION OF THE

NOVEMBER 7, 2017

COORDINATED ELECTION

PREPARED BY:

ARAPAHOE COUNTY CLERK AND RECORDER'S OFFICE

ELECTIONS DIVISION

5334 S. PRINCE STREET

LITTLETON, COLORADO 80120

303-795-4511

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

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

WHEREAS, pursuant to section 1-7-116, C.R.S. if more than one jurisdiction holds an election on the same day in November and the eligible electors for each such election are the same or the boundaries overlap, the County Clerk and Recorder is the coordinated election official and, pursuant to section 1-5-401, C.R.S. shall conduct the elections on behalf of all jurisdictions whose elections are part of the coordinated election utilizing the mail ballot procedures set forth in article 7.5 of title 1; and

WHEREAS, the County and Jurisdiction have determined that section 1-7-116, C.R.S. applies and it is in the best interest of the taxpayers and the electors to enter into this Agreement to conduct a Coordinated Election on November 7, 2017; 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:

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 will execute agreements with Arapahoe County for this purpose and may include municipalities, school districts, and special districts within the Arapahoe County limits and the State of Colorado.

The Arapahoe County Clerk and Recorder shall be designated as the Coordinated Election Official (hereinafter "CEO") and the Jurisdiction hereby identifies Wendy Heffner as its Designated Election Official (hereafter "DEO").

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 voter registration system that defines street addresses and precincts within the jurisdiction.
- B. **"Coordinated Election Official"** (hereinafter "CEO") shall mean the County Clerk and Recorder who 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 Coordinated Election Official for the jurisdictions.
- E. **"Contact Officer"** means the individual 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") means the individual 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"** or **"Agreement"** means this Intergovernmental Agreement between the County and the Jurisdiction for election coordination.
- H. **"Jurisdiction"** means a political subdivision as defined in § 1-7.5-103(6), C.R.S. and referenced in the Code and, in this Agreement, is interpreted to refer to [Coordinating Entity Name].
- I. **"Logic and Accuracy Test"** means a test of all electronic and electromagnetic voting equipment to test mail, provisional and audio ballots, in accordance with § 1-7-509, C.R.S. by processing a preaudited group of ballots.
- J. **"Mail Ballot Packet"** means the packet of information provided by the CEO 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.

- K. **"Post Election Audit"** means such audit as set forth substantially in the Colorado Election Code.
- L. **"Precinct"** means an area with established boundaries within a political jurisdiction used to establish election districts.
- M. **"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. When the context of this Agreement so requires, a Proposed Jurisdiction will simply be referred to as a Jurisdiction.
- N. **"SOS"** means the Colorado Secretary of State.
- O. **"SOS Election Calendar"** means the most recent election calendar as published on the SOS website located at www.sos.state.co.us and attached hereto as Attachment B and incorporated herein by this reference.
- P. **"TABOR"** means a ballot issue that is governed by article X, § 20 of the Colorado Constitution.
- Q. **"UOCAVA voters"** means military personnel and overseas civilians who are registered to vote and receive services under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 and the Military and Overseas Voter Empowerment Act of 2009.

1.02 JURISDICTIONAL LIMITATION.

- A. The Jurisdiction encompasses territory within Arapahoe County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Arapahoe County.

SECTION II. COUNTY/JURISDICTION RESPONSIBILITIES

2.01 JOINT RESPONSIBILITIES.

Nothing herein shall be deemed or construed to relieve the County or the Jurisdiction from their official responsibilities for the conduct of the election as generally set forth in the Colorado Election Code.

All parties shall:

- B. Familiarize themselves and adhere to all applicable provisions and timelines of the Colorado Election Code while performing their official responsibilities for the conduct of the election, unless superseded by other legal authority.
- C. Enforce all applicable provisions of the Fair Campaign Practices Act.
- D. Review and execute this IGA with all required signatures on or before the deadline set forth in § 1-7-116(2), C.R.S.

E. Confirm they have sufficient funds available and appropriated in an approved budget to pay their expenses for this election.

2.02 COUNTY RESPONSIBILITIES.

The County shall perform the following duties:

F. Designate a Contact Officer to provide assistance and information to the DEO of the Jurisdiction on matters relating to the conduct of this election. Such information shall not include legal advice.

G. Maintain voter records and an address library for Arapahoe County voters within the Colorado SCORE voter registration database. Comply with Colorado Secretary of State and Arapahoe County cyber-security recommendations to protect confidential voter information.

H. Send a certified list of registered voters to the Jurisdiction via secure FTP transfer.

I. In order to identify which addresses are eligible to receive and vote on the Jurisdiction's ballot question, the County shall perform the following duties for the Address Library:

- a. Use the Colorado SCORE voter registration database to produce an Address Library Report that indicates residential street ranges included within the boundaries of the Jurisdiction.
- b. Provide the Jurisdiction with the Address Library Report in an electronic format, along with an Acknowledgement Form that the Jurisdiction should use to confirm the accuracy of the ranges or note any errors, omissions, and/or corrections.
- c. Verify any 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.

J. Prepare and deliver a proposed mail ballot plan and election contingency plan to the Secretary of State no later than 90 days prior to the Election.

K. Receive certified ballot content from the Jurisdiction in electronic format. Layout the text of the official ballot using the certified content without any modifications or formatting changes. Provide an electronic proof of the ballot to the Jurisdiction's DEO via email for written approval prior to final production. Post a sample ballot to www.arapahoevotes.com.

L. Determine the number and letter of each ballot issue and question for the Jurisdiction and any other coordinating jurisdictions participating in the election, in accordance with SOS Rule 4.5.2:

- a. If the Jurisdiction is entirely contained within Arapahoe County, the County has authority to set the ballot measure order and number.

- b. If the Jurisdiction includes territory in more than one county, the County will coordinate with the other applicable counties for purpose of determining the controlling county and agreeing upon ballot measure numbers for shared issues and questions.
- M. Conduct a Logic and Accuracy Test in accordance with § 1-7-509, C.R.S. Invite the Jurisdiction to participate along with the Testing Board to verify the accuracy of electronic vote tabulation equipment. Post a public notice of the Test seven (7) days in advance.
- N. Provide a candidate hotline at 303-734-5365, which every candidate running for office in the Jurisdiction (if applicable) shall call to provide the phonetic pronunciation of their name as it appears on their Statement of Intent, title of the office, and Jurisdiction for which they are running.
- O. Prepare an accessible audio ballot for the electronic ballot marking devices to be made available to voters upon request at any Voter Service and Polling Center.
- P. Contract with a vendor acceptable to the SOS to print and send Mail Ballot Packets to every active registered voter and transmit ballots electronically to every active registered UOCAVA voter.
- Q. Publish and post the required legal notice of election pursuant to § 1-5-205(1), C.R.S. for the Jurisdiction's ballot issues, ballot questions, and/or candidates.
- R. If the Jurisdiction's election includes a TABOR issue, the County shall perform the following duties relative to the TABOR Notice:
- a. Provide a Microsoft Word document template for the TABOR Notice to the jurisdiction with instructions to submit its certified ballot language, pro/con statements and financial summary for each ballot question or issue governed by TABOR by the deadline listed in Attachment B.
 - b. Prepare the TABOR Notice using the certified content provided by the Jurisdiction, without revision.
 - c. Contract with a printing vendor to produce and mail one copy of the TABOR notice to every household where an active registered voter of the Jurisdiction resides at the least cost possible in the time frame as required by law. If the Jurisdiction is a special district, the TABOR notice also will be mailed to every eligible property owner who is not already a registered voter in Arapahoe County. The County may send the TABOR Notice to persons other than electors of the Jurisdiction in an effort to mail the TABOR Notice package at the "least cost."
 - d. Post the TABOR Notice on www.arapahoevotes.com.
 - e. Keep a careful and accurate accounting of time, supplies, printing costs and salaries attributable to the County's TABOR Notice services for the Jurisdiction. The Jurisdiction's proportional share of actual costs shall be based on the County's total expenditures relative to the TABOR Notice.
- S. Hire, instruct and oversee election judges and temporary workers necessary for the conduct of the election.

T. Establish and maintain mail ballot drop-off locations, and designate and operate Voter Service and Polling Centers as required by the Code.

U. Provide trained personnel to pick up sealed ballot containers containing voted ballots from every drop-off location and Voter Service and Polling Center each business day. Provide a replacement sealed empty ballot container(s), except if the location is a stand-alone 24-hour drop-box.

V. Provide the necessary equipment, the adequately trained personnel, and the secure facility, and conduct and oversee the process to receive, verify voter signatures, open, tabulate and store ballots.

W. Maintain a record of every eligible voter's registration and every ballot sent, received, voided and cast using the Colorado SCORE voter registration and election management system.

X. Send letters to voters whose mail ballots are missing a signature, missing identification or have a signature discrepancy, and provide instructions and an affidavit to cure this issue within eight (8) days of Election Day for the ballot to be counted. Conduct the process to receive and verify voter affidavits and where appropriate, cure and count these ballots.

Y. Maintain the following reports for all Arapahoe County eligible voters, and publish a public version (excluding confidential voters) on www.arapahoevotes.com:

- a. A registered voter list, including the names of eligible electors;
- b. A turnout list, including the names of eligible electors, precinct number, date mail ballot was sent, and date ballot was received or cast at a Voter Service and Polling Center.

Z. Accept public inquiries by phone at 303-795-4511 and by email at elections@arapahoegov.com. Respond to all correspondence and calls within the County's expertise relating to election procedures. Refer members of the public and news media to the DEO for any matters pertaining to the Jurisdiction's race, questions, measures or operations.

AA. Post unofficial election results by ballot question after the polls close on Election Night at www.arapahoevotes.com, and regularly update the unofficial results as more eligible ballots are counted.

BB. Conduct a recount of the ballots cast if required by law or if requested by 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.

CC. Prepare and run the required Post Election Audit in accordance with the Code before certifying election results.

DD. Appoint a Canvass board and conduct a canvass of the votes in order to certify the results of the Jurisdiction's election. Provide the Jurisdiction with a copy of all election statements and certificates which are to be created under the Code.

EE. Keep a careful and accurate accounting of time, supplies, printing costs and salaries attributable to the County's administration of the election.

FF. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement.

GG. Store all election records as required by the Code for 25 months in such a manner that they may be accessed by the Jurisdiction, if necessary, to resolve any challenges or other legal questions that might arise regarding the election.

2.03 JURISDICTION RESPONSIBILITIES.

The Jurisdiction shall perform the following duties:

A. Identify a Designated Election Official to act as liaison between the Jurisdiction and the County.

B. Notify the County prior to executing this IGA if the Jurisdiction's boundaries include property in any other county.

C. Review the Address Library Report provided by the County, which determines which residential addresses are within the jurisdiction. View the street ranges in a map format at: <http://gis.arapahoegov.com/ArapaMAP/>. Confirm the street ranges are correct and identify any errors, omissions or deletions if necessary. Provide the County with certification of any annexations, inclusions, and/or exclusions to the Jurisdiction, including all supporting documents. Return via email a signed copy of the provided Acknowledgement Form to the County, including any corrections if necessary, by the date set forth in Attachment B.

- a. If the Jurisdiction is a Proposed Jurisdiction not already identified by a tax authority code in the County Assessor's records, the Jurisdiction shall provide the County with a certified legal description, map, and a list of street ranges for all streets within the Proposed Jurisdiction on or before eighty (80) days prior to Election Day. If residential addresses are not available, provide a list of the land parcel numbers that are within the boundaries of the Proposed Jurisdiction.

D. For elections where owning property in the Jurisdiction is a requirement for voting in the election, the Jurisdiction must perform the following tasks relating to the property owners list:

- a. Coordinate directly with the Arapahoe County Assessor's Office to order and pay for an initial and a supplemental certified list of all recorded owners of taxable real and personal property within the Jurisdiction's boundaries in Arapahoe County, in accordance with § 1-5-304, C.R.S. and by the deadlines in Attachment B.
- b. Using the list from the Assessor's Office, remove non-person entities and those persons not living in the state of Colorado.
- c. Contact Minerva Padron at the Colorado Secretary of State's Office to receive access to DEO SCORE lookup. (Minerva Padron, 855-428-3555 ext. 6332, minerva.padron@sos.state.co.us).

- d. Take the remaining names from the Assessor's Office list and look up each person using the Secretary of State SCORE look up tool to determine if each person is a registered voter. Remove from the list those individuals who are not registered to vote.
 - e. Review the names remaining on the Assessor's Office list for any who actually reside in the district. These names should be removed as they are already receiving a ballot.
 - f. The remaining names should be a list of persons who are property owners in the district, registered to vote in the state of Colorado, and not physically residing in the district.
 - g. Deliver to the County via email an initial and a supplemental list of property owners who are not registered voters in Arapahoe County but should receive a ballot. The list should be delivered by the deadlines indicated in Attachment B. The list should be a Microsoft Excel spreadsheet and 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 voter identification number, last name, first name, middle name, mailing address, city, state, zip, parcel number, and phone number, if available.
- E. Directly manage the responsibilities defined in §§ 1-4-901 to 912, C.R.S. for all candidate petitions for all local election races held by the Jurisdiction, including but not limited to: reviewing the petition format, receiving petitions that are filed, verifying voter validity, determining sufficiency, notifying candidates of sufficiency, responding to protest filings, and cures if applicable.
- F. Determine the title and text of the Jurisdiction's ballot races, measures and/or issues using plain, non-technical language, worded with simplicity and clarity, in accordance with § 1-40-105(1), C.R.S. Determine the order of candidates in each race by lot drawing, or if applicable, city/town charter.
- G. Defer to the County to determine the number and letter of each ballot issue and question, as outlined in Section 2.02. Abstain from communicating or publicizing a ballot issue or question in conjunction with a letter or number before it has been officially determined by the County.
- H. Submit the Jurisdiction's certified ballot content, verbatim, as it should appear on the ballot for the Jurisdiction's races, questions and issues to the County. Submit the ballot content via email to chenage@arapahoegov.com on or before the deadline as set forth within Attachment B. Format the ballot content in a Microsoft Word document in plain text; do not include bold, italic, underline, bullets, tables, strikethrough or indentation. Titles should indicate whether the question is a referred measure or an initiative from a citizen petition. TABOR issues must be in all caps. All other measures and races must be mixed case. (Ballot content submitted to the County after the deadline will not appear on the ballot.)
- I. Within one business day of receipt from the County, proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance to the County via email to chenage@arapahoegov.com.
- J. If the Jurisdiction's election includes a race, contact all candidates on the ballot and ask them to call the County's candidate hotline at 303-734-5365 by the deadline indicated in Attachment B and record a voicemail with the phonetic pronunciation of their name, the title of the race and jurisdiction for which they are running.

K. If the Jurisdiction's election includes a TABOR issue, the Jurisdiction shall perform the following duties relative to the TABOR Notice:

- a. Receive petition representative's written summary of comments relating to ballot issues/ballot questions. Receive and compile community members' written summary of pro/con statements relating to ballot issues/ballot questions.
- b. Prepare a financial summary for each ballot question or issue.
- c. Prepare a Microsoft Word document using the template provided by the County for the TABOR Notice with the final and exact text of its certified ballot language, pro/con statements and financial summary for each ballot question or issue governed by TABOR by the deadline listed in Attachment B.
- d. Defend and resolve, at the Jurisdiction's sole expense, all challenges related to the candidates, ballot issues and/or ballot questions, or to the TABOR Notice if applicable, as certified to the County.

L. Publish and post any required legal notices for the Jurisdiction's candidates, ballot issues and/or ballot questions, other than the notice published by the County in conformance with § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the County for its records.

M. Respond to all correspondence and calls for any matters pertaining to the Jurisdiction's race, question or measures or operations. Refer members of the public and news media to the County for any matters outside of the DEO's expertise relating to election procedures.

N. Notify the CEO by the statutory deadline 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 prorated among the participating Jurisdictions as per § 1-10.5-101, C.R.S.

O. Remit to the County the total payment for the Jurisdiction's prorated share of costs for the printing and mailing of ballots, TABOR Notice (if required), any additional or unique election costs resulting from Jurisdiction delays and/or special preparations or cancellations, and all other election expenses within sixty (60) days from the date of receipt of an invoice from the County.

SECTION III. CANCELLATION OF ELECTIONS

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

In the event that the Jurisdiction resolves not to hold the election, 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 before receipt of such notice and activities of the CEO relating to cancelling the election after the 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

Attachment B), the text provided by the Jurisdiction cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice).

SECTION IV. MISCELLANEOUS

4.01 NOTICES.

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 an email or 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: Jennifer Morrell
Arapahoe County Clerk and Recorder's Office
Elections Division
5334 S. Prince St.
Littleton, Colorado 80120
Fax: (303) 794-4625
Email: jmorrell@arapahoegov.com

To Jurisdiction: Wendy Heffner
City of Littleton
City Clerk
2255 W. Berry Avenue
Littleton, CO 80120
Fax: 3037953818
Email: wheffner@littletongov.org

4.02 TERM OF AGREEMENT.

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.

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

4.04 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole and entire 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 LAW.

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.

4.06 TIME OF ESSENCE.

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 in Attachment B or the Code may result in consequences up to and including termination of this Agreement.

4.07 GOOD FAITH.

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.

The Parties 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, protections or defenses 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.

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 GOVERNING LAW: JURISDICTION AND VENUE.

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue for any and all legal actions arising under this IGA shall lie in the District Court in and for the County of Arapahoe, State of Colorado.

4.11 SEVERABILITY.

Should any provision of this Agreement be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, it is the intent of the parties hereto that the remaining provisions of this Agreement shall be of full force and effect.

4.12 ATTACHMENTS.

The following attachments are incorporated herein by this reference.

Attachment A - 2017 Cost Estimate

Attachment B - Key Dates for Coordinating Jurisdictions (subject to updates)

END OF PAGE

Arapahoe County

<hr/> Matt Crane, Coordinated Election Official Clerk and Recorder	<hr/> Date
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City of Littleton

<hr/> Wendy Heffner, Designated Election Official City Clerk	<hr/> Date
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ATTACHMENT A - COST ESTIMATE
City of Littleton
Nov. 7, 2017 Coordinated Election Costs

Jurisdiction's Share of Total Election Costs Based On:

Total Jurisdiction Active Registered Voters	28,894
÷ Sum of Active Registered Voters for all Coordinating Entities	778,033
= Weighted Population Average (WPA)	0.037137

Election Expenses Incurred for 2017 Coordinated Election	Total Cost
Department/Office Staff	
Election staff overtime compensation (after __/__/____)	\$ -
Non-Election support staff overtime compensation (after __/__/____)	\$ 14,000.00
Temporary election staff compensation (after __/__/____)	\$ 4,576.00
<i>Total</i>	\$ 18,576.00
Election Judge Training & Support Materials	
Election Judge training & materials	\$ 500.00
Election Judge recruitment & retention	\$ 250.00
Election Judge hiring & timekeeping	\$ 300.00
<i>Total</i>	\$ 1,050.00
Voting Equipment	
Voting system annual license fees	\$ 22,028.16
Voting system annual warranty fees	\$ -
Voting system - election set up	\$ -
Voting system on-site support	\$ -
Ballot sorter annual license fees	\$ 4,620.00
Ballot sorter annual warranty fees	\$ 2,310.00
Ballot sorter maintenance costs	\$ 2,475.00
BOD materials (paper, toner, etc)	\$ 3,570.00
BOD system annual license fees	\$ 660.00
BOD system annual warranty fees	n/a
BOD system maintenance costs	n/a

Voting machine/BMD annual license fees	\$ 5,288.25
Voting machine/BMD annual warranty fees	\$ 10,766.25
Voting machine/BMD maintenance costs	\$ -
<i>Total</i>	\$ 51,717.66
VSPC Costs	Total Cost
VSPC Election Judge salaries	\$ 45,000.00
VSPC Election Judge hotline/phone staff	\$ -
Laptops/Tablets	\$ 5,620.00
VSPC Location Rental Fees	\$ -
Communications/network/internet	\$ 3,000.00
VSPC set up support (technical, equipment, delivery)	\$ -
VSPC pre-printed ballots/ballot stock	\$ 1,200.00
<i>Total</i>	\$ 54,820.00
Mail Ballot Processing Costs	Total Cost
Ballot Processing Election Judge salaries	\$ 55,000.00
Mail Ballot Processing computers/laptops	\$ 960.00
Ballot Runner Team fleet vehicle rental costs	\$ 4,000.00
Ballot processing location rental fees & utilities	\$ -
Communication/network	\$ -
Ballot processing set up support (technical, equipment)	\$ -
Travel to Ballot Vendor for ballot inspection	\$ -
UOCAVA email vendor/ballot processing	\$ 1,000.00
<i>Total</i>	\$ 60,960.00
Other costs attributable to Admin/VSPC's/Mail Ballot Processing	Total Cost
Cell phone use/stipend	\$ 200.00
Mileage/parking reimbursement	\$ 2,000.00
Supplies (signage, seals, pens, forms, etc.)	\$ 7,000.00
Transfer cases (tubs) and portable ballot boxes	\$ -
Security costs/video surveillance (not drop box)	\$ -
Security personnel costs	\$ 500.00
CBI background checks for Election Judges/temp staff	\$ 3,000.00
Drug tests for Election Judges/temp staff	\$ -
<i>Total</i>	\$ 12,700.00
Ballot Printing, Programming & Insertion	Total Cost

Ballot printing (mail, provisional, test ballots)	\$ 250,000.00
Shipping/freight	\$ 10,400.00
Outgoing & return envelopes	\$ 32,000.00
Secrecy sleeves and voter instructions	\$ 32,000.00
Provisional ballot affidavits and envelopes	\$ -
UOCAVA envelopes	\$ -
Ballot insertion and mailing fees (3rd party vendor only)	\$ -
Ballot tracking application	\$ 15,000.00
<i>Total</i>	\$ 339,400.00
Postage	Total Cost
Mail ballots - initial mailing	\$ 40,000.00
Daily/supplemental ballot mailing	\$ 8,000.00
Cure/rejection Letters	\$ 420.00
8 Day letter	\$ -
Mailing ballots to other counties	\$ -
Undeliverable ballots	\$ 100.00
TABOR Notice Postage	\$ 20,000.00
<i>Total</i>	\$ 68,520.00
Election Notices	Total Cost
Statutory notice of election	\$ 120.00
Ballot issue notice (TABOR) - printing & production	\$ 115,000.00
<i>Total</i>	\$ 115,120.00
Non-mandatory notices & voter outreach (after __/__/____)	Total Cost
Sample ballots	\$ -
Production costs (software subscriptions, photographer, graphics,etc.)	\$ -
Print media	\$ -
Social media, radio & TV air time	\$ 100.00
Email service	\$ 1,000.00
Event booths	\$ -
<i>Total</i>	\$ 1,100.00
Drop box Costs	Total Cost
Temporary, standalone ballot box	\$ -
Video surveillance system	\$ 1,200.00
<i>Total</i>	\$ 1,200.00

Miscellaneous	Total Cost
	\$ -
	\$ -
<i>Total</i>	\$ -

Total Election Expense \$ 725,163.66
 x Weighted Population Average (WPA) 0.0371

Total Due to Arapahoe County \$ 26,930.58

Attachment B: 2017 Coordinated Election Key Dates for Coordinating Jurisdictions

Resource provided by Arapahoe County Elections. Use this as a reference guide only.
Always refer to the Colorado Constitution, Revised Statutes and Secretary of State rules for applicable provisions.
Find a complete election calendar at: www.sos.state.co.us/pubs/elections/calendars/2017ElectionCalendar.pdf

Date	Event	Reference	Accountable
July 2017			
28-Jul	Deadline for Jurisdiction to notify County Clerk of intent to coordinate in the election (100 days prior)	1-1-106(5) 1-7-116(5)	Jurisdiction
August 2017			
9-Aug	Deadline for County Clerk to provide a mail ballot plan to the Secretary of State (90 days prior)	1-7.5-105(1) Rule 7.1.1	County Clerk
9-Aug	First day candidates for School District Director may circulate nomination petition (90 days prior)	1-4-803(1)(b)	Candidates
29-Aug	Deadline for Jurisdiction to return Address Library Report acknowledgment form with any necessary revisions to County Clerk (70 days prior)	IGA	Jurisdiction
29-Aug	Deadline for County Clerk and coordinating jurisdictions to sign intergovernmental agreement (70 days prior)	1-7-116(2), Rule 4.1.2	Jurisdiction, County Clerk
September 2017			
1-Sep	Last day candidates for School District Director may file nomination petition (67 days prior)	1-4-803(2)	Candidates
4-Sep	Last day write-in candidates for non-partisan election may file affidavit of intent (64 business days prior)	1-4-1102(2) 1-1-106(5)	Candidates
4-Sep	Deadline for candidates to record their name on a phone voice mail provided by County Clerk for the audio ballot	Rule 4.6.2	Candidates
8-Sep	Deadline for Jurisdiction to certify ballot content to County Clerk (60 days prior)	1-5-203(3)(a) Rule 4.5	Jurisdiction
8-Sept	Deadline for Jurisdiction to order initial property owner list from County Assessor (60 days prior)	IGA	Jurisdiction
19-Sept	County Clerk to conduct the public Logic and Accuracy Test of Voting Equipment	Rule 11.3.2(a)	County Clerk
22-Sep	Last day for Jurisdiction to accept pro/con comments pertaining to local ballot issues for the TABOR Notice (Friday before 45th day before the election)	Art. X, Sec. 20(3)(b)(v) 1-7-901(4)	Voters, Jurisdiction
23-Sep	Deadline for County Clerk to transmit ballots to UOCAVA (military and overseas) voters (45 days prior)	1-1-106(5) 1-8.3-110(1)	County Clerk
23-Sep	Deadline for Jurisdiction to provide initial list to County Clerk of eligible property owners to receive ballots and TABOR notice (45 days prior)	IGA	Jurisdiction

25-Sep	Deadline for Jurisdiction to receive a summary of comments from any petition representative in favor of their local ballot issue for the TABOR Notice (43 days prior)	1-7-903(3)	Petition Rep, Jurisdiction
26-Sep	Deadline for Jurisdiction to deliver full text of TABOR issue notices to County Clerk (42 days prior)	1-7-904	Jurisdiction
October 2017			
6-Oct	Deadline for County Clerk to mail TABOR Notice to registered voter households on behalf of all coordinating jurisdictions	Art. X, Sec. 20(3)(b) 1-1-106(5) Rule 4.3.1	County Clerk
6-Oct	Deadline for Jurisdiction to order supplemental list of property owners from County Assessor (30 days prior)	IGA	Jurisdiction
13-Oct	Deadline for Jurisdiction to withdraw a ballot issue or question from the ballot (25 days prior)	1-5-208(2)	Jurisdiction
13-Oct	Deadline for Jurisdiction to provide supplemental list of eligible property owners to County Clerk (25 days prior)	IGA	Jurisdiction
16-Oct	First day County Clerk can mail ballots to voters, excluding UOCAVA voters (22 days prior)	1-7.5-107(3)(a) Rule 7.2.3	County Clerk
16-Oct	Deadline for voters to register to vote through a Voter Registration Drive and receive a mail ballot (22 days prior)	1-2-201(3)(b)(I)	Voters
17-Oct	County to begin picking up ballots at ballot boxes		County Clerk
18-Oct	Deadline for County Clerk to publish notice of election in newspaper (20 days prior)	1-1-104(34) 1-5-205(1)(a)	County Clerk
23-Oct	First day that County may count ballots. (15 days prior) No results may be disclosed until 7 p.m., Election Day	1-7.5-107.5	County Clerk
25-Oct	Deadline for Poll Watchers to return a completed Certificate of Appointment/Oath of Watcher to County Clerk in order to observe election activities		Jurisdiction, Candidate, Petition Rep
27-Oct	Deadline for County Clerk to post a copy of published notice of election in office (10 days prior)	1-5-205(1.3)	County Clerk
30-Oct	Deadline for voters to register to vote through the mail, online or through a voter registration agency and receive a mail ballot (8th day prior)	1-2-201(3)(b)(III) 1-2-201(4) 1-2-508(3)(a)(1)	Voters
30-Oct	First day Voter Service & Polling Centers must be open (8 days prior through Election Day, except Sunday)	1.7.5-107(4.5)((c)	County Clerk

November 2017			
4-Nov	County Clerk must operate ballot drop-off and VSPC locations on Saturday	1-5-102.9(4)(b)(I)(B)	County Clerk
7-Nov	Coordinated Election Day (Voter Service and Polling Centers and Ballot Drop-Off locations open 7 a.m. - 7 p.m.)	1-1-104(17) 1-4-201 Rule 7.9.1(b)	County Clerk, Voters
15-Nov	Deadline for UOCAVA (military and overseas) ballots to be received by Clerk to be counted (8 days after)	1-8.3-111 and 113 Rule 16.1.5	Voters
15-Nov	Deadline for voters to cure signature discrepancy or missing signature, and/or to provide missing ID for mail and provisional ballots (8 days after)	1-7.5-107(3.5)(d) 1-7.5-107.3 (2)(a) 1-8.5-105(3)(a)	County Clerk, Voters
21-Nov	Deadline for County Clerk to count eligible provisional ballots (14 days after)	1-8.5-105(5)	County Clerk
24-Nov	Deadline for County Clerk to canvass the election (17 days after)	1-10-102(1) Rule 10	County Clerk
December 2017			
8-Dec	Deadline for any interested party to request a recount of election results at its own expense (31 days after)	1-10.5-106(2)	Any
14-Dec	Deadline for County Clerk to complete a requested re-count (37 days after)	1-10.5-106(2)	County Clerk