

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

**RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE SOUTH METRO FIRE RESCUE PROTECTION DISTRICT AND DOUGLAS  
COUNTY CONCERNING THE ADMINISTRATION AND THE CONDUCT OF THE  
NOVEMBER 6, 2018 GENERAL ELECTION.**

*WHEREAS*, the Board of County Commissioners of the County of Douglas (the “County”) and the South Metro Fire Rescue Protection District (the “Jurisdiction”) desire to enter into an agreement concerning the Administration and Conduct in Elections; and

*WHEREAS*, the County is willing to enter into such an agreement with the Jurisdiction in accordance with the terms and conditions set forth in the intergovernmental agreement attached hereto; now, therefore,

**BE IT RESOLVED**, BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO, that the agreement between the Board of County Commissioners of the County and the Jurisdiction, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Chair of the Board is authorized to execute the agreement on behalf of the County.

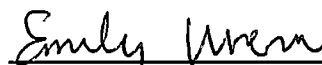
**PASSED AND ADOPTED** this 11th day of September, 2018, in Castle Rock, Douglas County, Colorado.

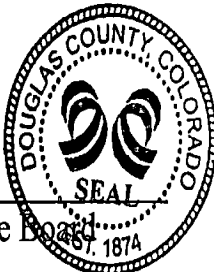
**THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO**

**BY:**

  
LORAL L. THOMAS, Chair

**ATTEST:**

  
EMILY WRENN, Clerk to the Board



**INTERGOVERNMENTAL AGREEMENT**

**BETWEEN**

**DOUGLAS COUNTY CLERK AND RECORDER**

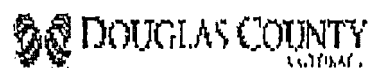
**AND**

**South Metro Fire Rescue Fire Protection District**

**Regarding the Conduct and Administration of the**

**NOVEMBER 6, 2018  
GENERAL ELECTION**

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



ba

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 South Metro Fire Rescue Fire Protection District (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

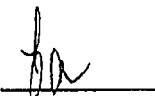
**WHEREAS**, pursuant to section 1-7-116, C R S If more than one political subdivision holds an election on the same day in November and the eligible electors for each such election are the same or the boundaries overlap, the County Clerk and Recorder is the Coordinated Election Official and, pursuant to section 1-5-401, C.R.S. shall conduct the elections on behalf of all political subdivisions 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 the General Election on November 6, 2018, and

**WHEREAS**, such agreements are authorized pursuant to Article XIV, Section 18 of the Colorado Constitution, and sections 1-7-116 and 29-1-203, C R S,

**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 will 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 **"Computation of Time"** (pursuant to section 1-1-106 C.R.S.) means calendar days shall be used in all computations of time made under the provisions of this IGA. In computing any period of days prescribed by this IGA, the day of the act or event from which the designated period of days begins to run shall not be included and the last day shall be included. Saturdays, Sundays, and legal holidays shall be included. If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday and completion of such act involves a filing or other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday. If the state constitution or state statute requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days or a certain number of months "before" the date of an election, or any phrase that suggest a similar meaning, the period is shortened to and ends on the prior business day that is not a Saturday, Sunday, or legal holiday, except as provided in section 1-2-201(3)
- F. **"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

ja

- G. **"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
- H. **"District Boundary Map"** means the map which shows a specific jurisdiction's boundaries according to the records on file with the County Assessor.
- I. **"General Election"** means the election held on the Tuesday succeeding the first Monday of November in each even-numbered year
- J. **"IGA"** means Intergovernmental Agreement between the County and the Jurisdiction for election coordination
- K. **"Jurisdiction"** means special districts, municipalities, or other local governments participating in the Coordinated Election under the terms of this Agreement.
- L. **"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 official ballot, voter instructions for completing the ballot, a secrecy sleeve, and an official return envelope. § 1-7 5-103(5), C.R.S.
- M. **"Risk Limiting Audit"** means such audit as set forth in SOS Rule 25.
- N. **"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.
- O. **"SOS"** means State of Colorado Secretary of State
- P. **"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) and attached hereto as Attachment C and incorporated herein by this reference

## 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

YH

- 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, including any of their respective responsibilities under the Fair Campaign Practices Act or any local ordinances concerning fair campaign practices
- 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

**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 such advice (not including legal advice) and oversight as may help in the conduct of the Jurisdiction's election.

- D. Use the Address Library Report or District Boundary map 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. Provide the Jurisdiction with a Boundary map, which identifies the Inclusion Area boundaries on record with the County Assessor office.
  - c. Provide an Annexations, Inclusions, and/or Exclusions form to the Jurisdiction
  - d. 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.
  - e. 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
  - f. 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.
  - g. OR, receive from the Jurisdiction a certification of the accuracy of the District Boundary map, along with any changes, additions, or deletions that need to be made, to the CEO eighty (80) days prior to the election.
- E. Contract for Mail Ballot Packets with a vendor acceptable to the CEO and remit payment directly to the vendor.
- F. Lay out the text of the official ballots in a format that complies with the Code. (See also Section 1 03 (B) herein).
- G. Provide ballot printing layouts and text for proofreading and signature approval by the Jurisdiction prior to final ballot printing



- H. Mail the ballot packets as required by the Code
- I. Make available a certified list of registered voters on or before the deadline as set forth within the Attachment C.
- J. Appoint, instruct, oversee, and administer the payment of the Judges of the election
- K. Coordinate, instruct, and oversee the Canvass Board
- L. 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, attached hereto and incorporated herein by this reference
- M. 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).
- N. 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 Attachment C
- O. CEO will refer members of the public and press to the DEO regarding specific questions about candidates or ballot questions.
- P. 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
- Q. Conduct and oversee the process of counting the ballots and reporting the results by Jurisdiction
- R. Provide a secure area for no more than two persons appointed by the Jurisdiction to observe the ballot counting procedures. The Jurisdiction's Board of Canvass representative may observe each of the steps of the processing of the ballots
- S. Conduct a re-count 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 based on numbers of eligible electors.

BA



- T Prepare and conduct the required Risk Limiting Audit before certifying election results
- U 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
- V 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 B for pro-ratio formulas of said charges.
- W. 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. Identify a DEO to act as liaison between the Jurisdiction and the CEO.
- B. DEO shall familiarize themselves with all statutory and regulatory requirements impacting the Jurisdiction.
- C. Identify immediately to CEO if Jurisdiction is shared by any additional county. Procedures will be followed as per SOS Rule 4.2 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 exclusive use of Title 1 of the Colorado Election 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 all pages initialed and both signature pages completed on or before the deadline as set forth within 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 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 at least one of the appointed members is not present, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the CEO and the Jurisdiction will be charged for the service according to the fee structure (Attachment A)
- H Use either the Address Library Report or District Boundary map provided by the County to identify eligible electors within the Jurisdiction.
  - a. If using the Address Library Report, the information contained in the Report must be accurate. Identify any errors, omissions, and/or corrections to the street names and ranges used.
  - b If using the District Boundary map, the Jurisdiction must certify the boundaries Douglas County has on record, and that they are identical to the boundaries on record as determined by the Jurisdiction
  - c 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.
- I In order for the CEO to provide correct ballots to eligible electors, the Address Library Report or the District Boundary Map must be certified by the Jurisdiction and provided by the date and to define Jurisdictional boundaries, in writing 80 days prior to Election Day. This may be accomplished through the DEO certifying the accuracy of the Address Library Report including any changes, additions, or deletions to be made to the street ranges or by certification of the District Boundary map with any discrepancies indicated, and return with signed IGA on or before the deadline as set forth within Attachment C

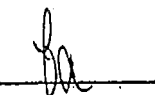
In order for the CEO to provide correct ballots to eligible electors, the Address Library Report or the District Boundary Map must be certified in writing by the Jurisdiction no later than 80 days prior to Election Day. Upon receipt of the certified Address Library Report or the District Boundary Map, the DEO will make note of any identified discrepancies and/or make any necessary changes to the address database including additions, deletions, or annexations

a specified herein

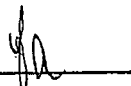
- J. A Proposed Jurisdiction, not already identified by a tax authority code in the County Assessor's records, will provide the CEO's office with a certified legal description, map, and a street list, identifying the street ranges for all streets within the Proposed Jurisdiction on or before eighty (80) 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

- K. 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
- L. 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
- M. Jurisdiction shall attempt to limit initiative content to four linear ballot column inches. Content exceeding this limit will be subject to additional fees not to exceed the specified amount outlined in the Costs and Fees (Attachment A) for each additional linear ballot column inch, charged in full linear ballot column inch increments. Content limits shall not apply to candidate races.
- N. Charges are \$0.80 per registered voter, with a minimum charge of \$500, not including publication cost, excess linear ballot column inches cost, and TABOR Notice costs (if applicable)
- O. 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.
- P. Determine the ballot title and text. Certify, if applicable, the candidate, 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 Attachment C. The ballot content must be certified in the order in which it will appear on the ballot. The certified list of candidates (order determined by lot drawing, or if applicable, city/town charter), ballot issues, and/or ballot questions shall be final and the CEO will not be responsible for making any changes after the certification, except those prescribed by statute. The CEO will not accept text that includes, but is not limited to, bold, italic, underline, bullets, numbering, tables, strikethrough or indentations. All caps are reserved for TABOR Issues only per the Code



- Q. 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. This information shall be left in a voice message recording at (303) 663-6279 and shall include the candidate name; jurisdiction and title of office
- R. 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 its candidates, issues, or questions not being on the ballot for the Coordinated Election.
- S Proofread the layout and the text of the Jurisdiction's portion of the official ballots and TABOR notice (if applicable) and provide written notice (electronic format) of acceptance before the printing of the ballots. **Approval or requested changes must be received within two (2) hours of receiving the layout and text from the county.** This may require availability outside of normal business hours. Such acceptance is final and no changes will be made after written notice (electronic format) is given to the CEO. Failure to meet the deadline shall be observed by the CEO as acceptance. A penalty for delay or rework of the ballot or TABOR notice, will result in an additional fee to the jurisdiction for ALL associated costs with fixing or correcting jurisdictional errors. (See Attachment A)
- T Prepare, hand-count, and deliver to the CEO, the required test deck of ballots for testing the electronic vote counting equipment at the Logic and Accuracy Test, see Attachment D for due date.
- U. For elections where owning property in the Jurisdiction is a qualifier for voting in the election, request access to and utilize the online Special District Designated Election Official (DEO) Voter Lookup tool provided by the Colorado Secretary of State to confirm voter registration and verify "property ownership" information. Contact the CEO office for assistance gaining access to this tool.
- V. 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 Inclusion Area, 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 Inclusion Area, 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)

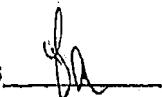


- c. The lists shall be submitted as an electronic copy. The electronic copy shall be submitted to the CEO using Microsoft Excel format. The spreadsheet shall contain no more than one (1) eligible elector's name per line. Each line shall consist of the following separated fields: eligible elector's county identification number (ie: Douglas County Identifier is 18), last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number, if available, and voter identification number.
- d. The DEO may at their expense, mail to all property owners in the jurisdiction and residing in Colorado, a letter confirming voter eligibility and information, and the desire to receive a ballot in the election. The DEO may use this information to provide the most accurate property owner list to the CEO.
- W. 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.
- X. 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 for this purpose.
- Y. 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.
- Z. 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.
- AA. Pay any additional or unique election costs resulting from Jurisdiction delays, mistakes and/or special preparations or cancellations relating to the Jurisdiction's participation in the Coordinated Election.

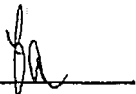
### SECTION III. CANCELLATION OF ELECTIONS

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

Handwritten signature or initials in black ink, appearing to be 'BA' or similar, written over a horizontal line.

**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, 3) or by email 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

Merlin Klotz  
Douglas County Clerk and Recorder  
Elections Department  
125 Stephanie Place  
Castle Rock, Colorado 80104  
Fax: 720-733-6977  
Email Elections@Douglas.co.us

To Jurisdiction.

Barb Andrews

Designated Election Official  
South Metro Fire Rescue Fire Protection District  
9195 E. Mineral Avenue  
Centennial, CO 80112  
Fax. 720-999-2001  
Email: Barb.Andrews@southmetro.org

**4.02 TERM OF AGREEMENT.**

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

**4.03 AMENDMENT.**

- A 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 in 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 they, their 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 Costs and Fees  
Attachment B Billing Charges Estimate  
Attachment C Secretary of State 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  
(Board signature required only if coordination cost will exceed \$25,000)

CHIEF ELECTION OFFICIAL

DocuSigned by:  
Lora L. Thomas  
By Board of County Commissioners Chairperson

[Signature]  
By Clerk and Recorder

Date 9/11/2018

Date 8-10-18

DocuSigned by:  
Emily Whinn  
Attest Deputy Clerk to the Board



APPROVED AS TO FISCAL CONTENT

APPROVED AS TO LEGAL FORM.

DocuSigned by:  
Andrew Copland  
Director of Finance  
Andrew Copland

DocuSigned by:  
Christopher Pratt  
County Attorney  
Christopher Pratt  
Assistant County Attorney

Jurisdiction Signatures for South Metro Fire Rescue Fire Protection District

By Barb Andrews  
Date 07/26/18

By \_\_\_\_\_  
Date \_\_\_\_\_

Attest \_\_\_\_\_

APPROVED AS TO FISCAL CONTENT

APPROVED AS TO LEGAL FORM

[Signature]  
Finance Department

[Signature]  
Attorney

Douglas County Costs and Fees for Election Coordination

**COST PRO-RATION EXAMPLE**

Douglas County cost pro-ration for each participating Jurisdiction in the upcoming election will be based, in part, on the Jurisdiction’s percentage of registered voters within the county, calculated in the following manner:

PARTICIPATING JURISDICTIONS	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)

Per active and inactive voter in Jurisdiction	\$0.80 (minimum charge of \$500)	
Additional Ballot Question/TABOR Language Text Per inch greater than 4 column inches in length of all issues combined	Coordinated odd year	\$1,000
	Gubernatorial even year	\$2,000
	Presidential even year	\$3,000
TABOR Notice (Jurisdiction’s Voter registration %/ # of TABOR participants)	Minimum charge of \$250	
Public Notice (Cost/# of coordinating entities)	Varies	
Cancellation of Jurisdiction Election (All cost incurred before and after cancelation - IGA 3.01)	Full Actual Costs	
Failure to Comply with Terms of IGA	Full Actual Costs	
Delays/rework of ballot (Due to jurisdiction error - IGA 2.02U)	All associated Costs	
Staff appointment on behalf of jurisdiction/hr.	\$100	

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.



Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

January, 2018		
2-January (Tuesday)	Last day to affiliate with a major or minor party in order to run as a party candidate in the primary (either through nomination or petition) (No later than first business day in January)	1-4-601(4)(a) 1-4-801(3) 1-4-1304(2)(b) 1-4-802(1)(g)(II)
	Last day to register as unaffiliated, in order to be placed in nomination (by petition) as an unaffiliated candidate. (No later than first business day in January)	1-4-802(1)(g)(II)
8-January (Monday)	Last day to affiliate with the <b>Republican Party or Democratic Party</b> in order to vote in the <b>March 6th Party precinct caucuses</b> . (2 months before the precinct caucuses)	1-3-101(1)
12-January (Friday)	Last day 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 second Friday in January)	1-4-1302(1)
16-January (Tuesday)	First day to circulate major party candidate petitions. (Not before third Tuesday in January)	1-4-801(5)
February, 2018		
2-February (Friday)	Last day for the Secretary of State to issue a notice of sufficiency/insufficiency of a petition to qualify as a minor political party. (21 days after receipt of the petition)	1-4-1302(4)(b)
5-February (Monday)	Last day to update your voter registration address to participate in the <b>March 6th party precinct caucuses</b> . (Must be a resident of the precinct for 30 days <u>and</u> registered to vote no later than 29 days before the precinct caucus)	1-3-101(1)
	Last day to change precinct boundaries or create new precincts before the <b>March 6th party precinct caucuses</b> . (No later than 29 days before caucus)	1-5-103(1)
	First day to circulate minor party candidate petitions. (First Monday in February)	1-4-802(1)(d)(II)
	Last day for state central committees to file or amend party bylaws or rules with the Secretary of State. (No bylaw or rule may be filed or amended after the first Monday in February)	1-3-103(9)(a)
6-February (Tuesday)	Last day for county clerks to furnish the Republican and Democratic Parties with a list of registered electors in the county who are affiliated with the Party. (No later than 28 days before the March 6th party precinct caucuses)	1-3-101(3)(a)
22-February (Thursday)	Last day to post signs for the March 6th party precinct caucuses. (No later than 12 days before the precinct caucuses)	1-4-602(4)
March, 2018		
6-March (Tuesday)	<b>Republican Party and Democratic Party Precinct Caucus Day</b> (In each even-numbered year, political parties hold their precinct caucus on the first Tuesday in March)	1-3-102(1)(a)(I)
16-March (Friday)	Last day for the Secretary of State to prepare an election notice to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly scheduled election)	1-8.3-116 1-1-106(5)
20-March (Tuesday)	Last day to file major party candidate petitions. (No later than third Tuesday in March)	1-4-801(5)
28-March (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers for the <b>June 26th Primary Election</b> . Before designation, clerks must also complete an accessibility survey for all locations. (No later than 90 days before the Primary Election)	Rule 7
	Last day for county clerk to submit a mail ballot plan to the Secretary of State for the <b>June 26th Primary Election</b> . (No later than 90 days before the Primary Election)	1-7.5-105(1) Rule 7.1.1

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

28-March (Wednesday)	Last day for the county clerk to submit a watcher accommodation plan to the Secretary of State. (No later than 90 days before an election)	Rule 8.7
31-March (Saturday)	Last day to hold Republican Party and Democratic Party county assemblies. (No later than 25 days after precinct caucuses)	1-4-602(1)(a)(I)
	County candidates' designations and acceptances must be filed no later than 4 days after the adjournment of the county assembly. If faxed, the original must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-601(3)(a) 1-4-604(3)
April, 2018		
2-April (Monday)	Last day to file minor party candidate petitions. (No later than 85 days before primary election)	1-4-802(1)(f)(II)
6-April (Friday)	Last day to submit draft ballot issues to the Title Board, if the issue is to appear on the 2018 General Election ballot. (No later than 3 p.m., 12 days before the last Title Board Hearing held on April 18th)	1-40-106(1)
12-April (Thursday)	Last day for any minor party to notify Secretary of State that it is prohibiting unaffiliated electors from voting in its primary. (Not less than 75 days prior to the primary)	1-4-1304(1.5)(c) Prop 108
14-April (Saturday)	Last day to hold major/minor party assemblies. (No later than 73 days before the Primary Election)	1-4-601(1) 1-4-1304(b)(I)
*	For major parties, designation and acceptance forms must be filed no later than 4 days after adjournment of the party assembly. If faxed, the originals must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-601(3)(a) 1-4-604(6)(a)
*	For minor parties, designation forms must be filed no later than 4 days after the assembly. Acceptance forms must be postmarked or received by the DEO no later than 4 business days after the filing of the certificate of designation. If faxed, the originals must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-1304(3), (4)
*	Objections to nominations, designations, or petitions must be filed with the district court within 5 days after the election official's sufficiency statement was issued or after the certificate of designation was filed with the designated election official.	1-4-909(1)
18-April (Wednesday)	Last day to hold a Title Board hearing for ballot issues that will appear on the 2018 General Election ballot. (No later than 3rd Wednesday in April)	1-40-106(1)
20-April (Friday)	Last day a write-in candidate may file an Affidavit of Intent for the Primary Election. (By the close of business on the 67th day before the Primary Election)	1-4-1102(1)
23-April (Monday)	Last day for party assembly vacancy committee to fill a vacancy in party designation which occurs after 68 days (April 19) or more before the primary election. (No later than 68 days before the Primary Election)	1-4-1002
24-April (Tuesday)	Last day for a major party county chairperson to certify names and addresses of recommended election judges to the county clerk. (No later than the last Tuesday of April)	1-6-103(1)(a)
*	Designated election official must confirm appointments by mailing a certification of appointment and acceptance form to election judges. Each person appointed as an election judge must file an acceptance form with the designated election official within 7 days after the certification and acceptance form are mailed.	1-6-104(1) 1-6-106(1) 1-6-106(3)
27-April (Friday)	Last day for designated election officials to submit security and contingency plans to the Secretary of State. (No later than 60 days before the first election in which the procedures will be used. Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission)	1-5-616(5)(b) Rule 20.1
	Last day for the Secretary of State to deliver the Primary Election ballot order and content to county clerks. (No later than 60 days before the Primary Election)	1-5-203(1)(a)

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

27-April (Friday)	The designated election official may cancel the Primary Election if there are no contested races. (By the close of business on the 60th day before the Primary Election)	1-4-104.5(1)
	Last day for the county clerk to send correspondence to each UOCAVA elector whose record is marked "Inactive." This correspondence must include information regarding the upcoming election. (No later than 60 days before the Primary Election)	Rule 16.1.6
	Last day for county who previously failed to meet 45-day ballot transmission deadline to submit plan to Secretary of State for complying with deadline in next election. (No later than 60 days before Election)	Rule 16.1.8
	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election)	Rule 20.7.2
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge. (No later than 60 days before primary election)	1-6-103.7
	Last day a county chairperson of a minor political party may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges. (No later than 60 days before primary election)	1-6-103.5
	First day that a county clerk or designated election official may hold election judge training for the Primary Election. (Not more than 60 days before the Primary Election)	1-6-101(5)
May, 2018		
7-May (Monday)	First day for judicial candidates to file a declaration of intent to run for another term. (Not more than 6 months, but not less than 3 months before the General Election)	Art. VI, Sect. 25 1-1-106(4)
12-May (Saturday)	Deadline for county clerk to transmit a primary election ballot to military and overseas voters. (No later than 45 days before the Primary Election)	1-8.3-110
	The county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors by the 45-day deadline. (No later than 45 days before the election)	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballot to any eligible elector who requests one in person at the the county clerk's office. (No sooner than 45 days before election)	1-7.5-107(2.7)
17-May (Thursday)	First day an unaffiliated candidate may circulate or obtain signatures on a petition for nomination for the General Election. (No earlier than 173 days before the General Election)	1-4-802(1)(d)(i)
22-May (Tuesday)	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party. (No later than 35 days before an election)	Rule 6.1.4
25-May (Friday)	Ballots for Primary Election must be printed and in possession of the county clerk. (No later than 32 days before the Primary Election)	1-5-402(1)
	County clerk must begin issuing mail ballots to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the Primary Election. (No later than 32 days before election)	Rule 25.2.2(a)
29-May (Tuesday)	Last day for voters who are affiliated with a political party to change or withdraw their affiliation if they wish to vote in a different party's primary election. (Up to and including the 29th day before the Primary Election)	1-2-219(1) 1-1-106(5)
	Last day before Primary that County clerk must record in SCORE the ballot preference of an unaffiliated elector. Unaffiliated electors who select a preference by this date must be sent their preferred ballot when ballots are mailed. (Up to and including the 29th day before Primary Election)	Rule 2.17
June, 2018		

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

4-June (Monday)	First day that mail ballots may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the Primary Election, now applies to unaffiliated voters)	1-7.5-107(3)(a)(I) Rule 7.2.3
	Last day to submit an application to register to vote through a voter registration drive. (No later than 22 days before the election)	1-2-201(b)(I)
5-June (Tuesday)	Last day for counties to submit zero result files (data entry counties) or a document listing all ballot content (manual entry counties) to the Secretary of State for Election Night Reporting (ENR) (No later than 21 days before the election)	Rule 11.10.2
6-June (Wednesday)	Last day to post polling location signs for the Primary Election. (At least 20 days before the election)	1-5-106(1)
	Last day for the county clerk to publish notice of Primary Election. (No later than 20 days before the Primary Election)	1-5-205(1)(a)-(d)
8-June (Friday)	Last day to send out initial mail ballots for the Primary Election. (No later than 18 days before the Primary Election)	1-7.5-107(3)(a)(I) Rule 7.2.4
	Last day for the county clerk to conduct the public Logic and Accuracy Test. (No later than the 18th day before election day)	Rule 11.3.2(a)
11-June (Monday)	Last day for major political parties to appoint members to the county canvass board for the Primary Election. (At least 15 days before the Primary Election)	1-10-101(1)(a)
	First day to begin counting mail ballots received for the Primary Election. No results may be disclosed until after 7:00 p.m. on election day. (No earlier than 15 days before the election)	1-7.5-107.5
	Last day for designated election official to appoint audit board to conduct RLA. (No later than 15 days before election day)	Rule 25.2.2(b)
12-June (Tuesday)	Last day for a data entry county to upload the LAT results file to ENR. (No later than 14 days before an election)	Rule 11.10.3
15-June (Friday)	Deadline for county clerk to post a copy of the published notice of Primary Election in a conspicuous place in the offices of the designated election official or the county clerk. (At least 10 days before the election and until 2 days after the election)	1-5-205(1.3) 1-1-106(5)
	Last day for the county clerk to file the voting system inventory with the Secretary of State. (No later than 10 days before an election)	1-1-106(5) Rule 11.2.3
18-June (Monday)	Last day for an individual to submit a voter registration application and still receive a ballot in the mail. (Through the 8th day before an election)	1-2-201(3)(b)(III)
	If the county clerk receives a voter registration application within the 8 days before the election, the clerk must process the application and inform the applicant that he or she will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)
18-June to 26-June	The minimum number of required voter service and polling centers must be open for the Primary Election. (Beginning at least 8 days before and on election day, except Sundays)	1-7.5-107(4.5)(c) Rule 7.9
19-June (Tuesday)	Last day for the county clerk to submit election setup records to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 200, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4
22-June to 26-June	The minimum number of required drop-off locations must be open. (Beginning at least 4 days before and on election day, except Sundays)	1-7.5-107(4.3)(b) Rule 7.5
26-June (Tuesday)	<b>Primary Election</b> (Polls open 7:00 a.m. to 7:00 p.m.)	1-4-101(1) 1-7-101(1) Rule 7.9:1(b)



Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

26-June (Tuesday)	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(II) 1-8.3-111 1-8.3-113 Rule 16
28-June (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.6.1, 7.7.1
29-June (Friday)	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the tenth day after the election)	Rule 25.2.2(h)
	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit. (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(i)
	The Secretary of State must notify county clerks and the minor political party if any minor political party ceases to qualify as such a party. (No later than July 1)	1-4-1305(2) 1-1-106(5)
July, 2018		
1-July to 15-July	Date range to send notification of the time and place of party lot drawing. The drawing determines ballot positions of candidates to appear on the 2018 General Election ballot. (Between July 1 and July 15 of each election year)	1-5-404(2)
5-July (Thursday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (By the 8th day after election day)	1-8.3-111 1-8.3-113 1-1-106(4)
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted. (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 Rule 7.7.5 1-1-106(4)
	Last day for the county clerk to complete verification and counting of provisional ballots. (Within 9 days after the Primary Election)	1-8.5-105(5)
	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county. Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 9th day after election day)	Rule 25.2.2 (d)
	Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest's hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2(f)
	Deadline for county conducting a ballot polling audit to upload: -verified and hashed ballot manifest and the ballot manifest hashed value by email to the Secretary of State's Office -cumulative tabulation report, by email to the Secretary of State's Office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2 (g)
6-July (Friday)	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 10th day after election day)	Rule 25.2.2(h)

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

6-July (Friday)	Deadline to notify the counties of the ballots selected to be audited. (No later than 11:59 p.m. MT on the 10th day after election day)	Rule 25.2.2(k)
12-July (Thursday)	Last day to file an unaffiliated candidate nomination petition. (No later than 3:00 p.m. on the 117th day before the General Election)	1-4-802(1)(f)(i)
17-July (Tuesday)	Deadline for County audit board to sign, date, and submit to the Secretary of State a report of the results of the risk limiting audit. (No later than 5:00 p.m. MT on business day before the canvass deadline)	Rule 25.2.3(d)
18-July (Wednesday)	Last day to complete the canvass and submit official abstract of votes cast for the Primary Election to the Secretary of State. (No later than the 22nd day after the election)	1-10-102(1) 1-10-103(1)
19-July (Thursday)	Deadline to upload the final canvass results to the ENR system. (By COB on the first business day after the statutory deadline for completing the canvass)	Rule 11.10.5
	Last day for a write-in candidate to file an Affidavit of Intent for the General Election. (By the close of business on the 110th day before the General Election)	1-4-1102(1)
	Last day for political subdivision that referred a ballot issue or question that failed, to waive an automatic recount of that issue or question by giving written notice to clerk and recorder. (Within 23 days after election)	1-10.5-103
23-July (Monday)	Last day for the Secretary of State to compile the returns and order appropriate recounts of the Primary Election. (No later than the 27th day after the Primary Election)	1-10-103(2)
24-July (Tuesday)	Last day for interested parties to request a recount of the Primary Election at their own expense. (Within 28 days after the Primary Election)	1-10.5-106(2)
26-July (Thursday)	Last day for candidate-nominee for lieutenant governor of major political party to file written acceptance with the Secretary of State. (Acceptance must be postmarked or received within 30 days after the Primary Election)	1-4-502
27-July (Friday)	Last day for county that conducted a comparison risk-limiting audit to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if no recount was required or requested. (no later than the third business day following the deadline to request a recount)	Rule 25.2.4
30-July (Monday)	Last day for a political subdivision to notify the county clerk in writing that it has taken formal action to participate in the General Election. (100 days before the General Election)	1-7-116(5) 1-1-106(4)
31-July (Tuesday)	Last day to complete a statutory recount of any race in the Primary Election. (No later than the 35th day after the Primary Election)	1-10.5-102(2) 1-10.5-103
August, 2018		
2-August (Thursday)	Last day to complete a recount requested by an interested party. (No later than the 37th day after the Primary Election)	1-10.5-106(2)
	Last day for the designated election official to provide a notice of sufficiency/insufficiency regarding unaffiliated candidate nomination petitions. (No later than 96 days before the General Election)	1-4-908(3)
6-August (Monday)	Last day to file an initiative petition with the Secretary of State for the 2018 General Election, no later than 3:00 p.m. (At least 3 months before the election)	Art V, Sect. 1(2)
	Last day for judicial candidates to file a Declaration of Intent to run for another term. (Not less than 3 months before the General Election)	Art. VI, Sect: 25
7-August (Tuesday)	Last day for county that conducted a comparison risk-limiting audit to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was required or requested. (no later than the third business day following the deadline to complete recount)	Rule 25.2.4
8-August (Wednesday)	Last day for the county clerk to submit a mail ballot plan to the Secretary of State. (No later than 90 days before every election)	1-7.5-105(1) Rule 7.1.1

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

8-August (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers. Clerks must also complete an accessibility survey for all locations annually before designation. (No later than 90 days before the election)	Rule 7.10
	Last day for the county clerk to submit a watcher accommodation plan to the Secretary of State. (No later than 90 days before an election)	Rule 8.7
	Last day for county clerk who failed to follow the procedures for a risk limiting audit during the Primary Election to submit a written remediation plan to the Secretary of State. (No later than 90 days before an election)	Rule 25.2.5
13-August (Monday)	Last day to amend an unaffiliated candidate nomination petition. (No later than 3:00 p.m. on the 85th day before the General Election)	1-4-912
23-August (Thursday)	Last day for a political party nominating candidates by party assembly/convention to make nominations public. (No later than 75th day before the General Election)	1-4-702 Prop 108
	Last day for the designated election official to notify an unaffiliated candidate of whether the amended nominating petition is sufficient/insufficient. (No later than the 75th day before the General Election)	1-4-912
28-August (Tuesday)	Last day for intergovernmental agreements to be signed by county clerks and political subdivisions. (No later than 70 days before the General Election)	1-7-116(2)
September, 2018		
5-September (Wednesday)	Last day for the Secretary of State to examine submitted initiative petitions and issue a statement of sufficiency or insufficiency. (No more than 30 calendar days after the petition is filed)	1-40-116(2)
7-September (Friday)	Last day for the designated election official of each political subdivision to certify the ballot order and content. Each DEO must also deliver the certification to the county clerk for the coordinated election. (No later than 60 days before the General Election)	1-5-203(3)(a)
	Last day for designated election officials to submit security and contingency plans to the Secretary of State. (No later than 60 days before the first election in which the procedures will be used. The Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission)	1-5-616(5)(b) Rule 20.1
	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election)	Rule 20.7.2
	First day the county clerk or designated election official may hold election judge training. (Not more than 60 days before the election)	1-6-101(5)
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge. (No later than 60 days before general election)	1-6-103.7
	Last day a county chairperson of a minor political party may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges. (No later than 60 days before general election)	1-6-103.5
	Last day for designated representatives of initiative petition to withdraw the petition from consideration by filing withdrawal letter with Secretary of State. (No later than 60 days before petition is to be voted upon)	1-40-134
10-September (Monday)	Last day for the Secretary of State to deliver the certification of ballot order and content to each county. (No later than 57 days before the General Election)	1-5-203(1)
21-September (Friday)	Last day to file written comments concerning local ballot issues with the designated election official in order to be included in the ballot issue notice. (By noon the Friday before the 45th day before the election)	Art. X, Sect. 20(3)(b)(v) 1-7-901(4)

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

21-September (Friday)	Last day for a petition's representatives to submit a summary of favorable comments for the ballot issue notice. Comments must be submitted to the designated election official. (No later than 44 days before the election)	1-7-903(3) 1-1-106(5)
22-September (Saturday)	Last day to transmit ballots and ballot materials to overseas military voters. (No later than 45 days before the election)	1-8.3-110(1) Rule 16
	Deadline for clerk to report to the Secretary of State the number of ballots transmitted to military and overseas electors by the 45-day deadline.	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballot to any eligible elector who requests one in person at the the county clerk's office. (No sooner than 45 days before election)	1-7.5-107(2.7)
24-September (Monday)	Last day for the designated election official to deliver the full text of any required ballot issue notices to the county clerk. (No later than 43 days before the election)	1-7-904
October, 2018		
2-October (Tuesday)	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party. (No later than 35 days before an election)	Rule 6.1.4
5-October (Friday)	Last day for official ballots to be printed and in the possession of the county clerk. (No later than 32 days before the General Election)	1-5-402(1)
	County clerk must begin issuing mail ballots to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day to mail notice of a ballot issue election. (At least 30 days before a ballot issue election)	Art. X, Sect. 20 1-1-106(5)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the General Election. (Not later than 32 days before election)	Rule 25.2.2(a)
15-October (Monday)	First day that mail ballots may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the General Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
	Last day to submit an application to register to vote through a voter registration drive. (No later than 22 days before the election)	1-2-201(3)(b)(I)
	Last day for county clerks to run SCORE reports that include voter or election details during regular business hours and from 7 a.m. to 7 p.m. on Election Day. (Starting 22 days before election)	Rule 2.14.4
16-October (Tuesday)	Last day for counties to submit zero result files (data entry counties) or a document listing all ballot content (manual entry counties) to the Secretary of State for Election Night Reporting system. (No later than 21 days before the election)	Rule 11.10.2
17-October (Wednesday)	Last day to post polling location signs for the General Election. (At least 20 days before the election)	1-5-106(1)
	Last day for the county clerk to publish notice of General Election. (No later than 20 days before the General Election)	1-5-205(1)(a)-(d)
19-October (Friday)	Last day to send initial mail ballots to voters for the General Election, except for UOCAVA voters. (No later than 18 days before the General Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
	Last day for the county clerk to conduct the public Logic and Accuracy Test. (No later than the 18th day before election day)	Rule 11.3.2(a)
22-October to 6-November	The minimum number of required voter service and polling centers must be open for the General Election. (Beginning at least 15 days before and on election day, except Sundays)	1-5-102.9(2) Rule 7.9
22-October (Monday)	Last day for major political parties to appoint members to the Canvass Board for the General Election. (At least 15 days before the General Election)	1-10-101(1)(a) Rule 10
	First day to begin counting General Election ballots. No results may be disclosed until after 7:00 p.m. on election day. (No sooner than 15 days before the election)	1-7.5-107.5

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

22-October (Monday)	Last day for designated election official to appoint audit board to conduct RLA. (No later than 15 days before the election)	Rule 25.2.2(b)
23-October (Tuesday)	Last day for a data entry county to upload the LAT results file to ENR. (No later than 14 days before an election)	Rule 11.10.3
29-October (Monday)	Last day for the county clerk to file the voting system inventory with the Secretary of State. (No later than 10 days before an election)	Rule 11.2.3
	Last day for an individual to submit a voter registration application and still receive a ballot in the mail. (Through the 8th day before an election)	1-2-201(3)(b)(III)
	If the county clerk receives a voter registration application within the 8 days before the election, the clerk must process the application and inform the applicant that he or she will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)
30-October (Tuesday)	Last day for the county clerk to submit election setup records to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 200, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4
November, 2018		
3-November to 6-November	First day counties with more than 25,000 active electors are required to provide stand alone drop-off locations.	1-5-102.9(4)(b)(I)(B)
6-November (Tuesday)	<b>General Election</b> (Polls open 7:00 a.m. to 7:00 p.m.)	1-1-104(17) 1-4-201 Rule 7.9.1(b)
	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(II) 1-8.3-111 1-8.3-113 Rule 16
8-November (Thursday)	Deadline for the county clerk to send missing signature, signature verification, missing ID, and wrong envelope letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7
9-November (Friday)	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the tenth day after the election)	Rule 25.2.2(h)
	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit. (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(i)
14-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)	1-8.3-111 1-8.3-113 Rule 16.1.5
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted. (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 Rule 7.7.5
15-November (Thursday)	Last day for verification and counting of provisional ballots. (Within 9 days after the General Election)	1-8.5-105(5)
	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county. Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 9th day after election day)	Rule 25.2.2(d)

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

15-November (Thursday)	Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest' hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2(f)
	Deadline for county conducting a ballot polling audit to upload: -verified and hashed ballot manifest and the ballot manifest hashed value by email to the Secretary of State's Office -cumulative tabulation report, by email to the Secretary of State's Office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2 (g)
16-November (Friday)	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 10th day after election day)	Rule 25.2.2(h)
	Deadline for Secretary of State to notify the counties of the ballots selected to be audited. (No later than 11:59 p.m. MT on the 10th day after election day)	Rule 25.2.2(k)
27-November (Tuesday)	Deadline for County audit board to sign, date, and submit to the Secretary of State a report of the results of the risk limiting audit. (No later than 5:00 p.m. MT on business day before the canvass deadline)	Rule 25.2.3(d)
28-November (Wednesday)	Last day to complete the canvass and submit official abstract of votes cast for the General Election to the Secretary of State. (No later than the 22nd day after the election)	1-10-102(1) 1-10-103(1)
29-November (Thursday)	Last day for political subdivision that referred a ballot issue or question that failed, to waive an automatic recount of that issue or question by giving written notice to clerk and recorder. (Within 23 days after election)	1-10.5-103
	Deadline to upload the final canvass results to the ENR system. (By COB on the first business day after the statutory deadline for completing the canvass)	Rule 11.10.5
December, 2018		
3-December (Monday)	Last day for the Secretary of State to compile and total returns from all counties and order appropriate recounts, if any. (No later than the 27th day after the General Election)	1-10-103(2)
4-December (Tuesday)	Last day for an interested party to request a recount of the results of the General Election at their own expense. (Within 28 days after the General Election)	1-10.5-106(2)
6-December (Thursday)	Last day for a county subject to Rule 7.9.9 (recording and reporting wait time at VSPCs) to report results to Secretary of State. (No later than 30th day after election)	Rule 7.9.10
7-December (Friday)	Last day for county that conducted a comparison risk-limiting audit to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter <u>if</u> no recount was required or requested. (no later than the third business day following the deadline to request a recount)	Rule 25.2.4
11-December (Tuesday)	Last day to complete a statutory recount of any race in the General Election. (No later than the 35th day after the General Election)	1-10.5-102(2) 1-10.5-103
13-December (Thursday)	Last day to complete a recount requested by an interested party. (No later than the 37th day after the General Election)	1-10.5-106(2)
18-December (Tuesday)	Last day for county that conducted a comparison risk-limiting audit to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter <u>if</u> recount was required or requested. (no later than the third business day following the deadline to complete recount)	Rule 25.2.4

Secretary of State

2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

NOTE	Following the election, the county clerk must report to the Secretary of State in writing the number of ballot return envelopes with discrepant signatures that the clerk forwarded to the district attorney for investigation.	Rule 7.8.13
Note on Computation of Time		
If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday <u>and</u> completion of the act involves a filing or other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.		1-1-106(4)
If a statute or rule requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days or a certain number of months " <u>before</u> " the date of an election, the period is shortened to and ends on the <i>prior business day</i> that is not a Saturday, Sunday, or legal holiday.		1-1-106(5)

Douglas County  
Important 2018 General Election Dates

General Election – Tuesday, November 6

Event	Date
Coordinating entities certifies ballot content to Clerk and Recorder	September 7
SOS certifies state ballot content to Clerk and Recorder	September 10
Public Logic & Accuracy Test	September 20, 9 a.m. – 12 p.m.
Public Logic & Accuracy Test – Alternate Date	September 21, 9 a.m. – 12 p.m.
Uniformed and Overseas Citizens ballots mailed	September 21
Ballots mailed to voters	October 15
Last day voter can request our office mail a ballot	October 29
24 Hour Ballot Drop-off Locations open	October 15 - November 6 All boxes close November 6 at 7 p.m.
Voter Service and Polling Centers open	October 22 – November 5, Mon - Fri, 8 a.m. - 5 p.m. Sat, October 27 & November 3, 9 a.m. - 1 p.m. Tues, November 6, 7 a.m. – 7 p.m.
Election Day	November 6, 7 a.m. – 7 p.m.
Risk Limiting Audit	November 19 & 20, Time 9 a.m. - 5 p.m.
Board of Canvass and Final Certification of Election	November 26, 9 a.m. – noon
Alternate Board of Canvass and Final Certification of Election	November 27, 9 a.m. – noon
Final Certification of Election deadline	November 29



ATTACHMENT-E

**DOUGLAS COUNTY TABOR NOTICE AGREEMENT**

The Ballot Issue Notice (TABOR Notice), is the publication required by the Colorado State Constitution Article X, Section 20 for ballot issues and/or ballot questions that calls for increases in the tax rate or government debt. It is required we produce 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 and determine the portion of such cost to be applied to the Jurisdiction.
- B. Determine Ballot Question number.
- C. Placing the ballot issue notices received from the various Jurisdictions participating in the election in the proper order in the TABOR Notice.
- D. Placing the ballot issue notices received from the various Jurisdictions participating in the election in the proper order in the TABOR Notice.
- E. Mail a TABOR Notice to each household, to "All Registered Voters" addressed within the jurisdiction and within Douglas County boundaries, as required by law, on or before the deadline as set forth within the Election Calendar - Attachment C.
- F. 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.

**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 CEO receives the summary of written comments within the time required by law.
- B. Determine the ballot title and text.
- C. Include, within its TABOR Notice, ballot titles in this format: "NOTICE OF ELECTION TO INCREASE TAXES/TO INCREASE DEBT/ON A CITIZEN PETITION/ON A REFERRED MEASURE."

Jurisdiction DEO Initials \_\_\_\_\_

ATTACHMENT-E

- D. Prepare the text of the TABOR Notice. The TABOR Notice shall include any Jurisdiction voter approved additions, and:
  - a. The election date, hours and local jurisdiction contact name, office address and telephone number.
  - b. - Ballot Title, Ballot text and written comments.
  - c. Fiscal information to be included in the TABOR Notice
- E. Accept written comments concerning ballot issues and/or ballot questions in accordance with § 1-7-901, C.R.S.
- F. Summarize the filed comments in favor of and in opposition to the ballot issue and/or ballot questions, for the TABOR 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 regarding ballot issues and/or 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.
- 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 Election Calendar - Attachment C).
- I. Proofread the layout and the text of the Jurisdiction's portion of the official TABOR notice (if applicable) and provide written notice (electronic format) of acceptance before the printing of the ballots. **Approval or requested changes must be received within two (2) hours after the county has emailed the proof.** This may require availability outside of normal business hours. Such acceptance is final, and no changes will be made after written notice (electronic format) is given to the CEO. Failure to meet the deadline shall be observed by the CEO as acceptance. A penalty for delay or rework of the ballot or TABOR notice, will result in an additional fee to the jurisdiction for ALL associated costs with fixing or correcting jurisdictional errors. (See Attachment A)
- 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.

Jurisdiction DEO Initials \_\_\_\_\_

ATTACHMENT-E

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

«Political Subdivision»

By	_____	By	_____
Date	_____	Date	_____

Jurisdiction DEO Initials \_\_\_\_\_

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 6, 2018

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: Ballot Issue and/or Ballot Questions title and text (  
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 \_\_\_\_\_

TABOR CERTIFICATION CONFIRMATION

Douglas County, Colorado

The TABOR Notice included with this form reflects the ballot issues/questions for the Jurisdiction, which you represent. Please review this information and identify any necessary corrections. We cannot begin printing the official TABOR Notice until all approvals and certification have been received. **Approval or requested changes must be received by our office within two (2) hours after the county has emailed the proof.** This may require availability outside of normal business hours. Reply to this email indicating one of the following:

Approved \_\_\_\_\_

Approved with changes noted \_\_\_\_\_

Jurisdiction/District Name \_\_\_\_\_

Signature of DEO \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**INFORMATION LIST**  
**GENERAL ELECTION – NOVEMBER 6, 2018**

**Attachment F**

Designated Election Official:

\_\_\_\_\_  
(Jurisdiction Name)

\_\_\_\_\_  
(DEO Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Email Address)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Represented by:

\_\_\_\_\_  
(Attorney/Law Firm)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Email Address)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Per the Intergovernmental Agreement please indicate the Jurisdiction representative(s) that will participate in the following:

1. Election Day Telephone Support for Inquiries (7:00 am - ballot counting completed)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Logic and Accuracy (test deck preparation and observation)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Date Logic and Accuracy (test deck preparation and observation)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Board of Canvass

***INFORMATION LIST***  
***GENERAL ELECTION – NOVEMBER 6, 2018***

**Attachment F**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Alternate Date** Board of Canvass

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Ballot Counting Observation (Maximum of two observers per Jurisdiction)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

INFORMATION LIST  
GENERAL ELECTION – NOVEMBER 6, 2018

Attachment F

Chief Election Official: Merlin Klotz, Clerk and Recorder  
(Name)  
301 Wilcox Street, PO Box 1360  
(Mailing Address)  
Castle Rock, CO 80104  
(City, State, Zip)  
mklotz@douglas.co.us  
(Email Address)  
Phone: 303-663-7364 Fax: 720-733-6977

Contact Officer: Elaine Meyer, Deputy of Elections  
(Attorney/Law Firm)  
125 Stephanie Place  
(Mailing Address)  
Castle Rock, CO 80109  
(City, State, Zip)  
emeyer@douglas.co.us  
(Email Address)  
Phone: (303) 663-7663 Fax: (720) 733-6977

	Office Phone	Cell Phone	Email
Merlin Klotz, C&R	(303) 660-7364		mklotz@douglas.co.us
Elaine Meyer, Elections Deputy	(303) 663-7663		emeyer@douglas.co.us
Tyler Dean, Lead Elections Specialist	(303) 814-7618		tdean@douglas.co.us
Christopher Pratt, Asst. County Attorney	(303) 660-7338		cpratt@douglas.co.us



Certificate Of Completion

Envelope Id: FFDD754DB47E439D9684CCED6236F479  
Subject: DC - IGA - South Metro Fire Rescue Fire Protection District - General Election  
Tuition Reimbursement Application:  
Source Envelope:  
Document Pages: 39  
Certificate Pages: 6  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed  
  
Envelope Originator:  
Amy Williams  
100 Third St.  
Castle Rock, CO 80102  
awilliam@douglas.co.us  
IP Address: 162.248.184.11

Record Tracking

Status: Original  
9/5/2018 4:47:19 PM  
Holder: Amy Williams  
awilliam@douglas.co.us  
Location: DocuSign

Signer Events

Amy Williams  
awilliam@douglas.co.us  
Legal Assistant  
Douglas County Colorado  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signature  
**Completed**  
  
Using IP Address: 67.135.162.25

Timestamp  
Sent: 9/5/2018 4:55:06 PM  
Viewed: 9/5/2018 4:55:15 PM  
Signed: 9/5/2018 4:55:18 PM

Christopher Pratt  
cpratt@douglas.co.us  
Assistant County Attorney  
Douglas County Government, Colorado  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Christopher Pratt*  
C75EE4B247584D5...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 67.135.162.25

Sent: 9/5/2018 4:55:20 PM  
Viewed: 9/6/2018 9:05:41 AM  
Signed: 9/6/2018 9:05:58 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Christy K McKinzie  
cmckinzi@douglas.co.us  
Accountant II  
Douglas County Colorado  
Security Level: Email, Account Authentication (None)

**Completed**  
  
Using IP Address: 67.135.162.25

Sent: 9/6/2018 9:06:01 AM  
Viewed: 9/6/2018 9:46:11 AM  
Signed: 9/6/2018 9:46:48 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Andrew Copland  
ACopland@douglas.co.us  
Director of Finance  
Douglas County Government, Colorado  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Andrew Copland*  
AD10543A1F394A2...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 67.135.162.25


Sent: 9/6/2018 9:46:51 AM  
Viewed: 9/6/2018 10:04:04 AM  
Signed: 9/6/2018 10:04:48 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Amy Williams awilliam@douglas.co.us Legal Assistant Douglas County Colorado Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 67.135.162.25	Sent: 9/6/2018 10:04:51 AM Viewed: 9/11/2018 3:35:45 PM Signed: 9/11/2018 3:35:52 PM
--	---	--

Lora L. Thomas lthomas@douglas.co.us Chair, Douglas County Commissioners Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 9/11/2018 3:36:52 PM ID: f7d76a80-6b6e-4492-8166-6ab0b7ea4684	<div>DocuSigned by: <i>Lora L. Thomas</i> A4003FF630E6444...</div> Signature Adoption: Pre-selected Style Using IP Address: 67.135.162.25	Sent: 9/11/2018 3:35:55 PM Viewed: 9/11/2018 3:36:52 PM Signed: 9/11/2018 3:37:04 PM
--	---	--

Emily Wrenn ewrenn@douglas.co.us Project Coordinator & Clerk to the Board, Clerk & Recorder Douglas County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>DocuSigned by: <i>Emily Wrenn</i> 687D639B39BD4FE...</div> <div></div> Signature Adoption: Pre-selected Style Using IP Address: 67.135.162.25	Sent: 9/11/2018 3:37:08 PM Viewed: 9/11/2018 3:38:04 PM Signed: 9/11/2018 3:38:16 PM
---	---	--

Amy Williams awilliam@douglas.co.us Legal Assistant Douglas County Colorado Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 67.135.162.25	Sent: 9/11/2018 3:38:19 PM Viewed: 9/11/2018 3:43:03 PM Signed: 9/11/2018 3:43:10 PM
--	---	--

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Jami Gaultney jgaultney@douglas.co.us Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 9/11/2018 3:43:14 PM
--	-------------------	----------------------------

Carbon Copy Events	Status	Timestamp
Elaine Meyer emeyer@douglas.co.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/11/2018 3:43:15 PM

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/11/2018 3:43:15 PM
Certified Delivered	Security Checked	9/11/2018 3:43:15 PM
Signing Complete	Security Checked	9/11/2018 3:43:15 PM
Completed	Security Checked	9/11/2018 3:43:15 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **CONSUMER DISCLOSURE**

From time to time, Carahsoft OBO County of Douglas, CO (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

**How to contact Carahsoft OBO County of Douglas, CO:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cshipley@douglas.co.us](mailto:cshipley@douglas.co.us)

**To advise Carahsoft OBO County of Douglas, CO of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [cshipley@douglas.co.us](mailto:cshipley@douglas.co.us) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO County of Douglas, CO**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [cshipley@douglas.co.us](mailto:cshipley@douglas.co.us) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO County of Douglas, CO**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [cshipley@douglas.co.us](mailto:cshipley@douglas.co.us) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

By checking the "I agree"™ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO County of Douglas, CO as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO County of Douglas, CO during the course of my relationship with you.