

RESOLUTION NO. R-022- 089

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

**RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS,
COLORADO AND TOWN OF CASTLE ROCK CONCERNING THE
ADMINISTRATION AND THE CONDUCT OF THE NOVEMBER 8, 2022 GENERAL
ELECTION.**

WHEREAS, the Board of County Commissioners of the County of Douglas (the “County”) and the Town of Castle Rock (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 20th day of September, 2022, in Castle Rock, Douglas County, Colorado.

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

BY:

DocuSigned by:



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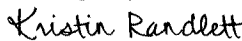
ABE LAYDON, Chair

DocuSigned by:



ATTEST:

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KRISTIN RANDETT, Clerk to the Board

INTERGOVERNMENTAL AGREEMENT

BETWEEN

DOUGLAS COUNTY CLERK AND RECORDER

AND

TOWN OF CASTLE ROCK

REGARDING THE CONDUCT AND ADMINISTRATION OF THE

**NOVEMBER 8, 2022
GENERAL ELECTION**

**MERLIN KLOTZ
DOUGLAS COUNTY CLERK AND RECORDER
ELECTIONS DIVISION
CASTLE ROCK, CO 80109**



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 TOWN OF CASTLE ROCK (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 8, 2022; 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 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.) 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 (hereinafter referred to as the "Code"). 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.

SECTION I. PURPOSE AND GENERAL MATTERS

1.01 DEFINITIONS:

- A. **"Coordinated Election Official"** (hereinafter "CEO") means the County Clerk and Recorder who acts as the "coordinated election official", as defined within the Code and Rules.
- B. **"Contact Officer"** means the person who acts as the primary liaison or contact between the Jurisdiction and the CEO. The Contact Officer shall be that person under the authority of the CEO 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.
- C. **Canvass Board** is appointed by the major political parties before the election. The canvass is the audit function of the election and the process of reconciling the number of ballots counted to the number of voters who voted. The Canvass Board

will meet no later than the 22nd day after the election to certify the abstract of votes cast.

- D. **"Designated Election Official"** (hereinafter "DEO"), means the person 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, as specified within the Code.
- E. **Logic & Accuracy Test** The county must conduct a Logic and Accuracy Test on its voting equipment at least 21 days before the election. Voting devices must be tested before they are used in an election. One registered elector from each major political party is required to serve on the Logic and Accuracy Testing Board.
- F. **Risk Limiting Audit** This audit provides strong statistical evidence that the election outcome is correct. The number of ballots required to conduct an RLA will vary based on the smallest margin of the contest selected by the Secretary of State and the risk limit. The smaller the margin, the more ballots to audit. The smaller the risk limit, the more ballots to audit. The Audit Board is appointed by the major political parties and must complete its report no later than 5:00 p.m. one business day before the canvass deadline. At least one member of each major political party's Canvass Board will serve as an observer of the audit.
- G. **TABOR** (Taxpayer Bill of Rights) is a constitutional measure that requires voter approval for tax increases.

1.02 JOINT RESPONSIBILITIES

- A. All parties shall familiarize themselves with all statutory and regulatory requirements impacting coordinated elections and TABOR notices and shall adhere to all applicable provisions of the Code which are necessary or appropriate to the performance of the duties required.
- B. Nothing herein shall be deemed 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.

1.03 JURISDICTION

The Jurisdiction encompasses territory within Douglas County. This Agreement shall apply only to that portion of the Jurisdiction within Douglas County. Where the Jurisdiction is entirely contained within Douglas County, the Contact Officer has jurisdiction in establishing ballot order and number in accordance with CRS 1-5-407(5). When the Jurisdiction is split among more than one county, the Contact Officer will coordinate with other counties to agree upon ballot order and numbering, per Colorado SOS Election Rule 4.2.

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 COUNTY RESPONSIBILITIES:

- A. Assist the DEO on any matter related to the election to ensure the smooth and efficient operation of the election (such information shall not include legal advice) by designating a Contact Officer with the specific duty of assisting with the election of the Jurisdiction and acting as the primary liaison between the County and Jurisdiction.
- B. Provide an Address Confirmation Form (Appendix A) accompanied by an Address Library Report and Jurisdiction Boundary Map that defines Jurisdictional boundaries in terms of residential street ranges based on County Assessor records. The Address Library Report will include the address report from the Secretary of State voter registration system, which defines street addresses within the Jurisdiction.
- C. 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.
- D. Contract for the mail ballot packets (ballot(s), voter instructions, and return envelope) and remit payment directly to the vendor.
- E. Provide ballot printing layouts compliant with the Code for proofreading and signature approval by the Jurisdiction prior to final ballot printing.
- F. Mail the ballot packets as required by the Code.
- G. Provide a certified list of the Jurisdiction's registered voters, as requested.
- H. Conduct all associated tasks relating to election judges including, but not limited to, eligibility, placement, training, and oversight.
- I. Conduct all functions of the Canvass Board to include a canvass of the votes and certification of the results. Additionally, provide the Jurisdiction a copy of all election statements required under the Code.
- J. Prepare and conduct the Logic and Accuracy Test.
- K. Publish and post the required legal notices. pursuant to § 1-5-205(1), C.R.S.
- L. Refer members of the public and press to the DEO regarding specific questions about ballot measures or candidates.

- M. Provide all necessary equipment, system programming, and personnel for ballot tabulation.
- N. Conduct and oversee the process of counting ballots and reporting results.
- O. Conduct a recount of the ballots cast if required by law, requested by the Jurisdiction, or requested by an interested party as allowed by the Code.
- P. Prepare and conduct the Risk Limiting Audit before certifying election results.
- Q. Provide the Jurisdiction an invoice for all expenses incurred under this Agreement.
- R. Archive and maintain all election records as required by the Code.

2.02 JURISDICTION RESPONSIBILITIES:

- A. Identify a DEO who shall familiarize themselves with all statutory and regulatory requirements impacting the Jurisdiction.
- B. Identify immediately to the Contact Officer if Jurisdiction is shared by additional county(ies).
- C. Provide a copy of the Ordinance or Resolution stating that the Jurisdiction has adopted the exclusive use of the Code for the conduct of the election and that the Jurisdiction will participate in the coordinated election in accordance with the terms and conditions of this Agreement.
- D. Confirm sufficient funds are available and appropriated in Jurisdiction's approved budget to pay election expenses. The Jurisdiction recognizes that the County cannot accurately predict the exact cost for the election, but represents to the County that it will pay its calculated prorated share and has appropriated sufficient funds to do so.
- E. Return this Intergovernmental Agreement with the signature page completed on or before the seventieth (70) day prior to the election per the Code.
- F. May appoint one representative to participate in the Canvass Board. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- G. May appoint one representative to participate in the Logic and Accuracy Test. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- H. May choose to appoint an observer for the Risk Limiting Audit. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- I. Certify Jurisdictional boundaries by completing and returning the Address Confirmation Form with the Jurisdiction Boundary Map (Appendix A).

- J. Review all petition information, if applicable, 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 notify the Contact Officer.
- K. The DEO shall refer correspondence and calls relating to the election outside of the DEO's expertise to the Contact Officer for response.
- L. Determine the ballot title and text. Certify, if applicable, the candidate, how many selections a voter should make (e.g., Vote for One), whether there is a certified write-in candidate, the list of ballot issues and/or ballot questions electronically (with receipt confirmed by the Contact Officer) in a plain text format, on or before the sixtieth (60) day, no later than 5:00 pm. The ballot content must be certified in the order in which it will appear on the ballot and must include specific instructions (e.g., Vote for One, etc.). The certified list of candidates and ballot measures shall be final, and the Contact Officer will not be responsible for making any changes after the certification, except those prescribed by statute. The Contact Officer will not accept text that includes, but is not limited to, bold, italic, underline, bullets, numbering, tables, strikethrough or indentations. The use of all capital letters is reserved for TABOR issues only, per the Code.
- M. Provide either directly by the DEO or by the candidate on behest of the DEO, the phonetic pronunciation of each candidate's name to assist in the preparation of the audio ballot at the time ballot content is certified to the County. Record a voice message at (303) 663-6279 and include the candidate name, jurisdiction, and title of office no later than sixty (60) days prior to the election.
- N. Indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any untimely ballot content submitted may result in candidates, issues, or questions not being on the ballot for the coordinated election.
- O. Proofread the layout and the text of the Jurisdiction's portion of the official ballots and TABOR notice (if applicable) and provide written confirmation (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 Contact Officer. Failure to respond by the deadline will be considered acceptance "as is". 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.
- P. Perform the following tasks (as applicable) where Jurisdictional property owners are eligible to vote:

- a. Notify Contact Officer of the Title under which the political subdivision is formed and specifically which property owners are eligible to vote in the election.
 - b. Provide a certified list of eligible property owners, as determined by the Jurisdiction, who:
 - i. Own property within the Jurisdiction, appear on the State of Colorado list of registered voters and reside at an address that is not within the boundaries of Douglas County ("Out of County" property owners); or,
 - ii. Own property within the Jurisdiction, appear on the Douglas County list of registered voters, reside at an address that may not match the property address as shown on the County Assessor's list, but is within the boundaries of Douglas County ("In County" property owners).
 - c. Coordinate directly with the Douglas County Assessor's Office (303-660-7450), or visit their website to obtain the list of all recorded owners of taxable real and personal property at <https://apps.douglas.co.us/assessor/advanced-search/>.
 - d. Exclude non-person entities and persons not living in the state of Colorado; any individuals not registered to vote; any person who resides in the district, as they will already receive a mail ballot.
 - e. Submit the lists as an electronic copy 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: Last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number, if available, and voter identification number. All files provided to the Contact Officer are to be clearly named.
- Q. Publish and post any required legal notices for the Jurisdiction's ballot content, other than the notice required by § 1-5-205, C.R.S. which Douglas County will publish. A copy of such published legal notice shall be submitted to the Douglas County Clerk and Recorder, Recording Division for its records.
- R. Provide phone support on Election Day from 7:00am – 7:00pm. Designated contact person for Jurisdiction must be provided upon execution of this Agreement. Emergency contact information must also be provided for this purpose.
- S. Notify the Contact Officer within 24 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 will be pro-rated among the participating Jurisdictions as per § 1-10.5-101, C.R.S. Refer to SOS Rule 10.9.5 for Jurisdictions in more than one County.
- T. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit total payment to the County.
- U. Pay any additional or unique election costs resulting from Jurisdiction delays, mistakes, recounts, and/or special preparations or cancellations relating to the Jurisdiction's participation in the coordinated election. Charges are \$1.00 per registered voter, with a minimum charge of \$1,000, not including publication cost, excess linear ballot column

inches cost, and TABOR Notice costs with a minimum charge of \$500 (if applicable).

Illustrative Pro-Rated Costs Table:

Current Registration Total (Active & Inactive)	% of Total Participants Registration	TABOR registered Voters	TABOR % of total Registration	Current Registration Total X \$1.00	OR \$1k minimum, whichever is greater	AND \$3k ea. add. column inch over 5	TABOR Notice Cost x % registration or \$500 minimum	Public Notice Divided equally by participating entities	Requested Report Fees (\$25/report)	Estimated Minimum Cost
43,000	17.38%	21,000	46.5%	\$84,500	\$0.00	\$9,000	\$13,953.49	\$15.00	\$50.00	\$ 87,518.49
98,000	39.62%	45,000	99.67%	\$147,000	\$0.00	\$3,000	\$29,900.33	\$15.00	\$50.00	\$179,965.33
7,500	3.03%	0	0.00	\$11,250	\$0.00	\$0	\$0.00	\$15.00	\$25.00	\$ 11,290.00
300	0.12%	150	0.33%	\$450	\$1,000	\$0	\$500.00	\$15.00	\$25.00	\$ 1,990.00

If costs of TABOR Notice were \$30,000 and other public notices were \$60.

SECTION III. CANCELLATION OF ELECTION

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

In the event the Jurisdiction resolves to cancel the election, notice shall be provided to the Contact Officer immediately. The Jurisdiction shall be liable for the full actual costs of the activities relating to the election incurred both before and after the Contact Officer'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 to cancel the election after the last day for the DEO to certify the ballot order and content to the Contact Officer, the text provided by the Jurisdiction cannot be removed from the ballot and/or the TABOR Notice.

(remainder of page intentionally blank)

**SECTION IV.
MISCELLANEOUS**

4.01 NOTICES.

Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; 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 Division 125 Stephanie Place Castle Rock, Colorado 80109
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Email: Elections@Douglas.co.us

To Jurisdiction:	<u>Lisa Anderson, Town Clerk</u>
(Enter Contact and address	
information)	<u>Town of Castle Rock</u>

<u>100 North Wilcox Street</u>
<u>Castle Rock, CO 80104</u>

4.02 TERM OF AGREEMENT.

The term of this Agreement shall continue until all statutory requirements concerning the conduct of the coordinated election are fulfilled.

4.03 AMENDMENT.

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

4.04 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole 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.

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.

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

4.07 GOOD FAITH.

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

4.08 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

The Parties 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.

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.

(remainder of page intentionally blank)

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)


COORDINATED ELECTION OFFICIAL:

By 
Board of County Commissioners
Chairperson


By 
Clerk and Recorder

Date 9/22/2022

Date 9/21/2022


Attest 
Deputy Clerk to the Board
Kristin Randlett

APPROVED AS TO FISCAL CONTENT:

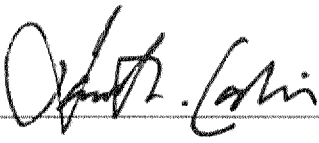

Director of Finance
Andrew Copland

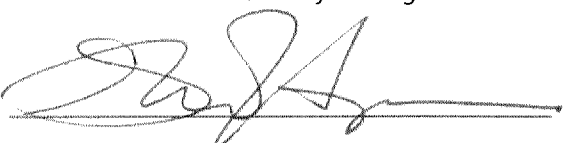
APPROVED AS TO LEGAL FORM:


County Attorney
Christopher Pratt

Sr. Asst. Cty 
Doug DeBord

Jurisdiction Signatures:

By: 
Title: David L. Corliss, Town Manager
Date: 8-16-2022

County Manager
By: 
Title: Michael J. Hyman, Town Attorney
Date: 8-16-2022

Attest 
Title: Lisa M. Anderson, Town Clerk



Contents

Appendix A – Address Confirmation Form

Appendix B – Contact Information Form

Appendix C – Important Dates

Appendix D – Checklist

Appendix A
Address Confirmation Form

Please complete this form in conjunction with the provided Jurisdiction Boundary Map to verify the boundaries of the district.

Proposed districts must provide a certified legal description, map, and street listing (including street ranges).

Section 1

JURISDICTION NAME: TOWN OF CASTLE ROCK

Enter other counties shared by Jurisdiction.

County Name(s): _____

☒ Not Applicable

Annexations, Inclusions, Exclusions

To ensure our office has the most current information, please complete EITHER Section 2 OR Section 3 below, pertaining to Annexations, Inclusions, and Exclusions for your Jurisdiction.

Section 2

Since January 1 of the current year, the Jurisdiction has approved (check all that apply):

☒ Annexations * See Storquest Recorded Plat attached (3 pages) - and highlighted area on map

☐ Inclusions

☐ Exclusions

All supporting documents pertaining to the applicable Annexation(s), Inclusion(s), or Exclusion(s) are attached to this form and should be used by the Douglas County Elections Office in order to update address information for the Jurisdiction.

By signing below, I acknowledge and certify that the information is true and accurate.


Signature

8-1-2022
Date

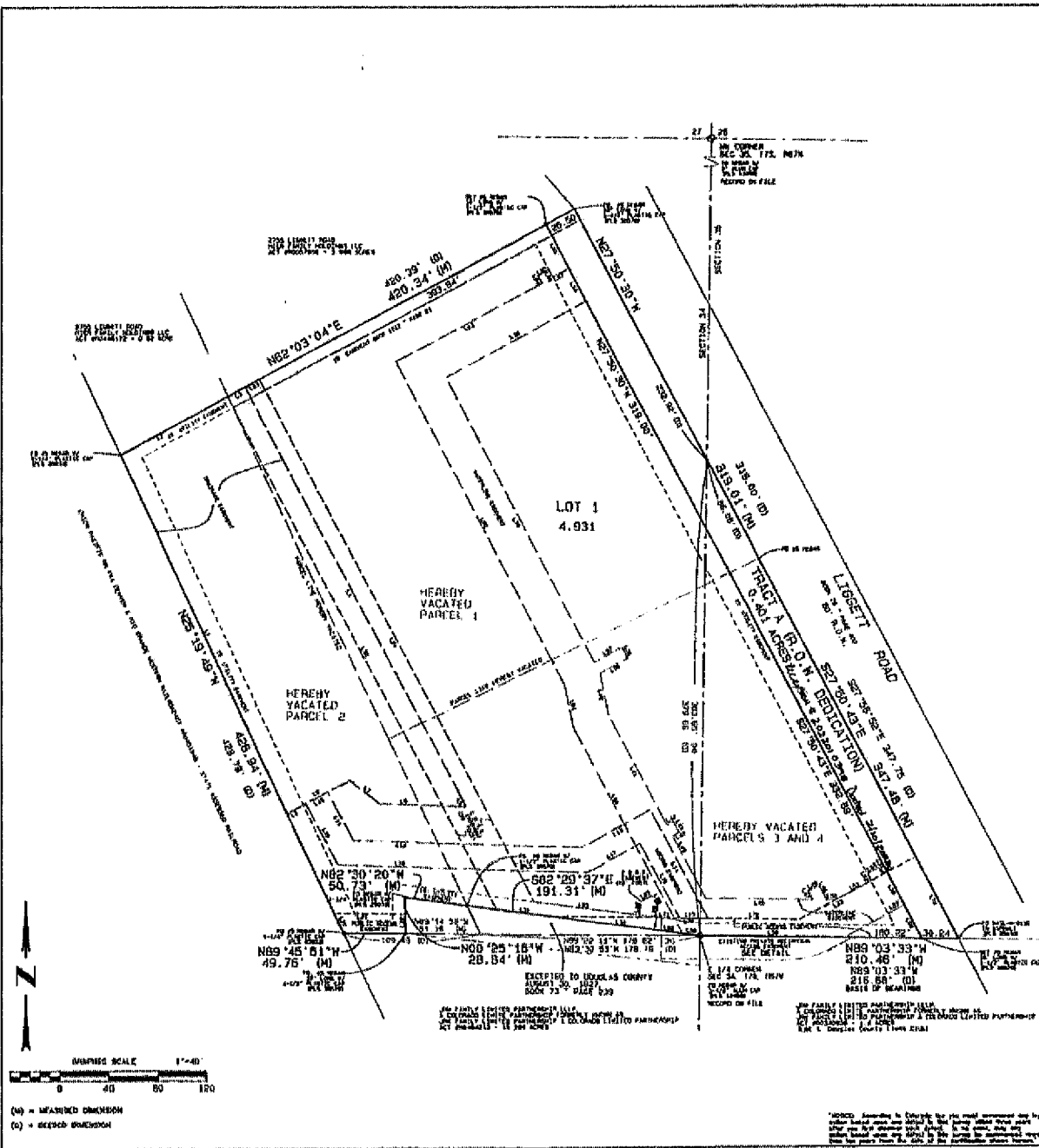
Section 3

I acknowledge and certify the Jurisdiction has not approved any Annexation(s), Inclusion(s), or Exclusion(s) since January 1 of the current year.

By signing below, I acknowledge and certify that the information is true and accurate.

Signature

Date



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100	N89°03'04"E	40.37

1/1/2018

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1/1/2018

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

1
2
3
4
5
6

Signature of Document Signer No. 1 *Signature of Document Signer No. 2 (if any)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of orange

Subscribed and sworn to (or affirmed) before me

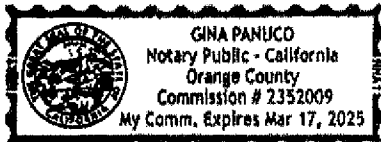
on this 14th day of February, 2022,
by Date Month Year

(1) Edward P. Zinke

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Signature Gina Panuco
Signature of Notary Public



Seal
Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: StorQuest - Liggett Rd. Road Plat Document Date: 2/14/22
Number of Pages: 1 Signer(s) Other Than Named Above: _____



Appendix B
Contact Information Form

Please enter your Jurisdiction's information:

Jurisdiction: TOWN OF CASTLE ROCK

Designated Election Official:

LISA ANDERSON, TOWN CLERK
Name

100 NORTH WILCOX STREET
Mailing Address

CASTLE ROCK, CO 80104
City, State, Zip

LANDERSON@CRGOV.COM
Email

303-660-1394
Phone

Represented By:

MICHAEL J. HYMAN, TOWN ATTORNEY
Attorney / Law Firm

100 NORTH WILCOX STREET
Mailing Address

CASTLE ROCK, CO 80104
City, State, Zip

MHYMAN@CRGOV.COM
Email

303-660-1398

Phone

Per the IGA, please indicate the Jurisdiction representative(s) who will participate in the following activities.

Required Participation

- 1. November 8, 2022; 7:00am – 7:00pm**
Election Day phone support for citizen inquiries

Name: LISA ANDERSON, TOWN CLERK

Phone: 303-660-1394

Email: LANDERSON@CRGOV.COM

Optional Participation

- 2. September 28, 2022 (Alternate Date = September 29)***
Logic and Accuracy Test (LAT)

Name: LISA ANDERSON, TOWN CLERK

Phone: 303-660-1394

Email: LANDERSON@CRGOV.COM

- 3. November 21 – 23, 2022 (Begins Monday)***
Risk Limiting Audit (RLA)

Name: LISA ANDERSON, TOWN CLERK

Phone: 303-660-1394

Email: LANDERSON@CRGOV.COM 8-1-2

**4. November 28, 2022 (Alternate Date = November 29)*
Canvass Board and Final Certification of Election**

Name: LISA ANDERSON, TOWN CLERK

Phone: 303-660-1394

Email: LANDERSON@CRGOV.COM

Note: If a representative is not designated for the optional activities, the Douglas County Elections office will designate a staff member to serve on behalf of the Jurisdiction.

**These dates are subject to change.*

Douglas County Coordinated 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

303-663-7364
Phone

Douglas County Contact Officer:

Kyle Kowalski, Elections Services Manager
Name

125 Stephanie Place
Mailing Address

Castle Rock, CO 80109
City, State, Zip

kkowalski@douglas.co.us
Email

303-643-2410
Phone

Douglas County Deputy of Elections:

Jack Twite Jr
Name

125 Stephanie Place
Mailing Address

Castle Rock, CO 80109
City, State, Zip

jtweite@douglas.co.us
Email

303-814-7618
Phone

Douglas County Senior Assistant Attorney:

Christopher Pratt
Name

100 Third Street
Mailing Address

Castle Rock, CO 80104
City, State, Zip

cpratt@douglas.co.us
Email

303-660-7321
Phone

**Appendix C
Important Dates**

Event	Date
Last day to provide in writing to the County Clerk & Recorder Notice of Intent to coordinate for the 2022 General Election (-100 days)	July 29 (Friday)
Last day to return signed IGA to the Contact Officer (-70 days)	August 30 (Tuesday)
Last day to return completed Address Confirmation Form (Appendix A) or Boundary Map to ensure accurate voter information (-70 days)	August 30 (Tuesday)
Last day to submit certified ballot order and content to the Contact Officer (-60 days)	September 9 (Friday)
Last day for Secretary of State to certify state ballot order and content to county clerk (-57 days)	September 12 (Monday)
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 on Friday -45 days)	September 23 (Friday)
Last day to submit the full text of any required ballot issue notices to the county clerk Contact Officer (-43 days)	September 26 (Monday)
Logic and Accuracy Test (LAT)	September 28 (Wednesday)*
Logic and Accuracy Test (LAT) – Alternate Date	September 29 (Thursday)*
Ballots mailed to voters (-22 days)	October 17 (Monday)
Ballot Drop Boxes open (-15 days)	October 24 - November 8 All boxes close Election Day, November 8 at 7 p.m.
Voter Service and Polling Centers (VSPCs) open (-15 days)	October 24 – November 8

	Monday - Friday, 8 a.m. - 5 p.m. Saturday, November 2, 9 a.m. - 1 p.m. Election Day, Tuesday, November 8, 7 a.m. - 7 p.m.
Last day voter can request our office mail a ballot (-8 days)	October 31 (Monday)
Election Day	November 8, 7 a.m. - 7 p.m. (Tuesday)
Risk Limiting Audit (RLA)	November 21-23 (Begins Monday)*
Canvass Board and Final Certification of Election	November 28 (Monday)*
Canvass Board and Final Certification of Election - Alternate Date	November 29 (Tuesday)*
Final Certification of Election deadline	December 1 (Thursday)

* These dates are subject to change.

Appendix D IGA Checklist

Dates shown below are either Statute-driven deadline dates or preferred dates of the Douglas County Elections office.

- ☐ **Friday, July 29**
 - Provide in writing to the County Clerk and Recorder notice of intent to coordinate.

- ☐ **Wednesday, August 3**
 - Receive and review IGA and accompanying documents from the Contact Officer, including important District addressing verification.

- ☐ **Tuesday, August 30**
 - Complete and return all required documents of the IGA via USPS mail or email to the Contact Officer, kkowalski@douglas.co.us
 - Provide a copy of the Ordinance and/or Resolution that outlines intent to participate in the General Election.
 - Provide a statement to confirm sufficient funds to pay election expenses are available and appropriated in the Jurisdiction's approved budget.
 - For PROPOSED DISTRICTS:
 - Provide certified legal description, map, and street listing (including street ranges).

- ☐ **Friday, September 9**
 - Provide certified ballot order and content to the Contact Officer. C.R.S 1-5-203(3). Refer to Section 2.02 (L) of the IGA for specific requirements.
 - As applicable, provide phonetic pronunciation of each candidate's name via voicemail. Refer to Section 2.02 (M) of the IGA for instructions.
 - Proofread ballot layout and text for Jurisdiction's portion of the official ballot and provide written acceptance of content or written notice of necessary changes. Refer to Section 2.02 (O) of the IGA for instructions.

- ☐ **Monday, September 12 – For elections where property owners are eligible electors:**
 - Provide all applicable eligible property owner list(s). Refer to Section 2.02 (P) of the IGA for instructions and requirements.

- ☐ **Monday, September 26**
 - Provide Contact Officer with full text of any required ballot issues or ballot questions and all summarized pro/con statements to the Contact Officer.

☐ **Election Day, Tuesday, November 8**

- o Provide phone support for Jurisdiction for hours of voting (7:00 a.m. - 7:00 p.m.) should information be needed from Douglas County Elections office or the general public.

☐ **Post-Election Day**

- o Notify Contact Officer within 24 hours of completion of final ballot tabulation if a recount is required.
- o Remit payment within 30 days of receipt of billing invoice.

DOUGLAS COUNTY BALLOT MEASURE WORKSHEET OVERVIEW & INSTRUCTIONS

1. **Legal requirements:** The Douglas County Clerk must layout ballots so that all ballot measures are printed in the order and format required by the Uniform Election Code of 1992 and the Secretary of State's Election Rules, summarized as follows:
 - a. The relative order of ballot measures certified by coordinating entities of the same type is determined by the chronological order in which they are certified to the County Clerk
 - b. The identifying number and/or letter (e.g., "Ballot Question 5A") for all ballot measures that will appear on the 2022 General Election ballot must be assigned by the County Clerk in accordance with the conventions specified in Secretary of State Election Rule 4.5.2.
 - **DEOs and governing boards of coordinating entities cannot assign the identifying ballot measure letter or number, and the Douglas County Clerk will disregard identifying letters and numbers so assigned.**
 - Please be advised the Douglas County Clerk may not be able to finally determine the identifying letter or number for all ballot measures until after the ballot certification deadline for coordinating entities has expired.
 - c. If the DEO of a coordinating entity certifies more than one ballot measure, they will appear on the 2022 General Election ballot in the following order:
 - **Ballot Issues** (i.e., ballot measures arising under TABOR):
 - TABOR issues referred by governing board
 - To increase taxes
 - To retain excess revenues
 - To increase debt
 - Other referred TABOR issues
 - TABOR issues initiated by citizens
 - To increase taxes
 - To retain excess revenues
 - To increase debt
 - Other referred TABOR issues
 - **Ballot Questions** (non-TABOR ballot measures): In the order specified by DEO or governing board
2. **Ballot Measure Contest Names:** The Douglas County Clerk will assign contest names for all ballot measures according to the following convention: [Name of District] Ballot [Issue/Question] [Number/Letter]. Governing boards or DEOs may add a few-word summary of the subject matter (e.g., "Retail Marijuana Sales") to the ballot measure's contest name.
3. **Instructions:** Complete one Ballot Measure Worksheet for each ballot measure the DEO certifies for the 2022 General Election.

BALLOT MEASURE WORKSHEET A

1. Name of coordinating entity: _____
2. Ballot measure type: ☐ Ballot issue (TABOR) ☐ Ballot Question (non-TABOR)
3. Subject matter summary for contest heading (Optional):
4. Ballot title: Enter the ballot measure's text in the form of a question, exactly as it should be printed on the ballot.
Please note:
 - Ballot issues under TABOR must be certified in ALL UPPERCASE LETTERS
 - Ballot questions not arising under TABOR must be certified in sentence case (upper & lower case letters)

NONE

BALLOT MEASURE WORKSHEET B

5. Name of coordinating entity: _____

6. Ballot measure type: ☐ Ballot issue (TABOR) ☐ Ballot Question (non-TABOR)

7. Subject matter summary for contest heading (Optional):

8. **Ballot title:** Enter the ballot measure's text in the form of a question, exactly as it should be printed on the ballot.
Please note:

- Ballot issues under TABOR must be certified in ALL UPPERCASE LETTERS
- Ballot questions not arising under TABOR must be certified in sentence case (upper & lower case letters)

NONE

ORDINANCE NO. 2022-016

**AN ORDINANCE DIRECTING THAT THE NOVEMBER 8, 2022, REGULAR
MUNICIPAL ELECTION OF THE TOWN OF CASTLE ROCK BE
CONDUCTED BY DOUGLAS COUNTY AS A COORDINATED ELECTION;
AUTHORIZING APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE COUNTY AND THE TOWN FOR THAT PURPOSE; AND
PROVIDING FOR THE EMERGENCY ADOPTION OF THIS ORDINANCE ON
FIRST AND FINAL READING**

WHEREAS, regular municipal elections of the Town of Castle Rock, Colorado (the "Town") are to be held each even-numbered year on the first Tuesday following the first Monday of November pursuant to Section 4-2 of the Town Charter (the "Charter"), and

WHEREAS, there will be a regular municipal election of the Mayor and the Town Councilmembers serving Districts 3 and 5 on Tuesday, November 8, 2022 (the "2022 Town Election"); and

WHEREAS, Section 2.01.300 of the Town Municipal Code (the "Town Code") provides that the Town Council may determine that any regular municipal election be conducted by the Douglas County Clerk and Recorder (the "County") as a coordinated election; and

WHEREAS, it is necessary and advisable for the 2022 Town Election to be conducted by Douglas County on behalf of the Town pursuant to the Uniform Election Code of 1992, Title 1, Articles 1 through 13, C.R.S. (the "Uniform Election Code"), and the Intergovernmental Agreement between the County and the Town (the "2022 Election IGA"); and

WHEREAS, according to Section 2.01.300.A. of the Town Code, the Town Council may determine that any regular election shall be conducted as a coordinated election by ordinance adopted no later than 70 days prior to the date of the election, which day is August 30, 2022; and

WHEREAS, likewise, according to Section 1-7-116(2), C.R.S., August 30, 2022, is the last day for an intergovernmental agreement for the conduct of a coordinated election to be executed by the county clerk and recorder and the political subdivision holding the election; and

WHEREAS, the Town did not receive the draft of the 2022 Election IGA until August 1, 2022, thereby making it impossible for Town Council to consider the adoption of this Ordinance in accordance with its existing meeting schedule; and

WHEREAS, to ensure that the August 30th deadline is met, the Town Council hereby finds and determines that an emergency exists and, as such, it is necessary for the preservation of the immediate public health and safety for this Ordinance to take effect upon its adoption on its first and final reading.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Conduct of the Regular Election. The 2022 Town Election shall be conducted as a coordinated election in accordance with the Uniform Election Code and the 2022 Election IGA.

Section 2. Approval. The 2022 Election IGA is hereby approved in substantially the same form attached as *Exhibit 1*, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the 2022 Election IGA by and on behalf of the Town.

Section 3. Actions by Officials. The Town Clerk, as the Town's designated election official and all other Town officers, employees, and election officials are authorized to take all actions necessary to effectuate the provisions of this Ordinance and to conduct the 2022 Town Election in accordance with the Uniform Election Code and the 2022 Election IGA.

Section 4. Severability. If any clause, sentence, paragraph, or part of this ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.

Section 5. Safety Clause. The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.


Section 6. Effective Date. For the reasons heretofore stated in the recitals, this Ordinance shall take effect as an emergency ordinance upon its adoption on first and final reading pursuant to 2.01.100.E of the Town Code.

PASSED, APPROVED AND ADOPTED ON FIRST AND FINAL READING this 16th day of August, 2022 by the Town Council of the Town of Castle Rock by a vote of 7 for and 0 against, constituting the extraordinary majority required by Section 2.02.100.E of the Castle Rock Municipal Code.


ATTEST:


Lisa Anderson, Town Clerk


TOWN OF CASTLE ROCK


Jason Gray, Mayor

Approved as to Form:


Michael J. Hyman, Town Attorney

Approved as to Content:


David L. Corliss, Town Manager

