

INTERGOVERNMENTAL AGREEMENT

BETWEEN

DOUGLAS COUNTY CLERK AND RECORDER

AND

**TOWN OF CASTLE ROCK
(Jurisdiction Name)**

REGARDING THE CONDUCT AND ADMINISTRATION OF THE

**NOVEMBER 5, 2024
GENERAL ELECTION**

**SHERI DAVIS
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 Coordinated Election on November 5, 2024; 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 or 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.). USE THE TEMPLATES PROVIDED IN APPENDIX H "BALLOT MEASURE WORKSHEET" AND APPENDIX I "CANDIDATE CONTEST WORKSHEET". 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 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 four (4) business hours of receiving the layout and text from the county** or as identified by the Contact Officer. 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(1), 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 (\$4,000 for Presidential General Election over 5”), special text formatting such as italic, underline, bullets, numbering, tables, strike-through or indentations (\$500 if applicable) the use of all capital letters is reserved for TABOR issues only, per the Code., and TABOR Notice costs with a minimum charge of \$500 (if applicable).

Illustrative Pro-Rated Costs Table:

Registered Voters	Eligible Property Owners	TABOR Households	Content Length over Five Inches	Basic Coordination Charge	TABOR Notice Charge (min \$500)	Excess Content Length Charge	Public Notice Charge	Special Formatting Charge	Total Charges
302858	0	134985	10.75	\$ 302,858.00	\$ 14,351.52	\$ 43,000.00	\$ 4.88	\$ -	\$ 360,214.40
79	63	42	4.00	\$ 1,000.00	\$ 500.00	\$ 16,000.00	\$ 4.88	\$ -	\$ 17,504.88
46097	0	0	14.75	\$ 46,097.00	\$ -	\$ 59,000.00	\$ 4.88	\$ 500.00	\$ 105,601.88
140	0	60	8.75	\$ 1,000.00	\$ 500.00	\$ 35,000.00	\$ 4.88	\$ -	\$ 36,504.88
253	106	120	0.50	\$ 1,000.00	\$ 500.00	\$ 2,000.00	\$ 4.88	\$ -	\$ 3,504.88

If costs of TABOR Notice were \$3744.57 and other public notices were \$66.58.

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.

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**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: Sheri Davis
Douglas County Clerk and Recorder
Elections Division
125 Stephanie Place
Castle Rock, Colorado 80109

Email: Elections@Douglas.co.us

To Jurisdiction:
(Enter Contact and address
information)

Lisa Anderson, Town Clerk

Town of Castle Rock

100 North Wilcox Street

Castle Rock, CO 80104

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 _____

Date _____

Attest _____
Deputy Clerk to the Board

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO LEGAL FORM:

Director of Finance

County Attorney

Jurisdiction Signatures:

By: _____

By: _____

Title: _____
David L. Corliss, Town Manager

Title: _____
Michael J. Hyman, Town Attorney

Date: _____

Date: _____

Attest _____

Title: _____
Lisa Anderson, Town Clerk

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Appendix H – Ballot Measure Worksheet

Appendix I – Candidate Contest Worksheet

Appendix A
Address Confirmation Form

JURISDICTION NAME: Town of Castle Rock

The address ranges identified in the **Address Library Report**, provided in addition to the IGA, represent all current addresses within your Jurisdiction according to our Voter Registration System address report. *The Douglas County Elections Office only maintains residential addresses – not business or commercial addresses.* We are sending you the **Address Library Report** to confirm that the address ranges are complete and accurate. These addresses will be used to identify eligible electors within the Jurisdiction. It is the Jurisdiction’s responsibility to know all current addresses within its boundaries.

Please verify that the **Address Library Report** includes all residential addresses within your Jurisdiction. If there is an error, please note it on the table below. If there are no errors, omissions, and/or corrections, it is still essential to sign, date, and return this form to the Douglas County Elections Office. Thank you.

PROPOSED DISTRICTS: Provide a certified legal description, map, and street listing (including street ranges).

Section 1

Enter information in table, if applicable. If more space is needed, please create a separate document.

Street Name	Dir.	Street Type	Low/High Range	Odd/Even	Zip Code	Notes
<i>Example</i> Main	E	St.	101/603	E	80104	

Section 2

Enter other counties shared by Jurisdiction.

County Name(s): _____

Not Applicable

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I have reviewed the Jurisdiction's Address Library Report provided by the Douglas County Elections Office and certify it to be a true and accurate description of the address ranges defining boundaries of the Jurisdiction, except for any discrepancies, which are noted on this form.

Signature

Date

Annexations, Inclusions, Exclusions

This form may be used in conjunction with the provided Jurisdiction Boundary Map, in place of reviewing and verifying the provided Address Library Report.

JURISDICTION NAME: Town of Castle Rock

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

Section 1

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

Annexations

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

8-20-2024
Date

Section 2

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

Appendix B
Contact Information Form

Please enter your Jurisdiction's information:

Jurisdiction: Town of Castle Rock

Designated Election Official:

Lisa Anderson
Name

100 N. Wilcox Street
Mailing Address

Castle Rock, CO 80104
City, State, Zip

TownClerk@crgov.com
Email

303-660-1394
Phone

Represented By:

Michael J. Hyman, Town Attorney
Attorney / Law Firm

100 N. Wilcox Street
Mailing Address

Castle Rock, CO 80104
City, State, Zip

MHyman@crgov.com
Email

303-660-1374

Phone

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

Required Participation

**1. November 5, 2024; 7:00am – 7:00pm
Election Day phone support for citizen inquiries**

Name: Lisa Anderson

Phone: 303-660-1394

Email: TownClerk@crgov.com

Optional Participation

**2. September 27, 2024
Logic and Accuracy Test (LAT)**

Name: Lisa Anderson

Phone: 303-660-1394

Email: TownClerk@crgov.com

**3. November 19, 2024 (Additional days may be needed)
Risk Limiting Audit (RLA)**

Name: Lisa Anderson

Phone: 303-660-1394

Email: TownClerk@crgov.com

November 5, 2024

4. November 22, 2024

Canvass Board and Final Certification of Election

Name: Lisa Anderson

Phone: 303-660-1394

Email: TownClerk@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.

Douglas County Coordinated Election Official:

Sheri Davis, Clerk and Recorder
Name

301 Wilcox Street, PO Box 1360
Mailing Address

Castle Rock, CO 80104
City, State, Zip

sdavis1@douglas.co.us
Email

303-663-7364
Phone

Douglas County Contact Officer:

Jack Twite Jr, Deputy of Elections
Name

125 Stephanie Place
Mailing Address

Castle Rock, CO 80109
City, State, Zip

jtweite@douglas.co.us
Email

303-814-7618
Phone

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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 2023 Coordinate Election (-100 days)	July 26 (Friday)
Last day to return signed IGA to the Contact Officer (-70 days)	August 27 (Tuesday)
Last day to return completed Address Confirmation Form (Appendix A) or Boundary Map to ensure accurate voter information (-70 days)	August 27 (Tuesday)
Last day to submit certified ballot order and content to the Contact Officer (-60 days)	September 6 (Friday)
Last day for Secretary of State to certify state ballot order and content to county clerk (-57 days)	September 9 (Monday)
Last day to mail ballots to Uniformed and Overseas electors (UOCAVA) (-45 days)	September 21 (Saturday)
Last day to submit Ballot Issue Notice (TABOR) Language and summarized Pro/Con & Fiscal Impact Statements to Contact Officer (-43 days)	September 23 (Monday)
Logic and Accuracy Test (LAT)	September 27 (Friday)
Logic and Accuracy Test (LAT) – Alternate Date	September 30 (Monday)
Ballots mailed to voters (-22 days)	October 11 (Friday)
Ballot Drop Boxes open (-15 days minimum)	October 11- November 5 All boxes close Election Day, November 5 at 7 p.m.
Last day voter can request our office mail a ballot (-8 days)	October 28 (Monday)

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Voter Service and Polling Centers (VSPCs) open (-15 days)	October 21 – November 5 Monday - Friday, 8 a.m. - 5 p.m. Saturday, November 2, 8 a.m. - 5 p.m. Election Day, Tuesday, November 5, 7 a.m. – 7 p.m.
Election Day	November 5, 7 a.m. – 7 p.m. (Tuesday)
Risk Limiting Audit (RLA)	November 19 (Additional days may be needed)
Canvass Board and Final Certification of Election	November 22 (Friday)
Canvass Board and Final Certification of Election – Alternate Date	TBD
Final Certification of Election deadline	November 27 (Wednesday)

Appendix D IGA Checklist

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

- Friday, July 26**
 - Provide in writing to the County Clerk and Recorder notice of intent to coordinate.

- Wednesday, July 31**
 - Receive and review IGA and accompanying documents from the Contact Officer, including important District addressing verification.

- Tuesday, August 27**
 - Complete and return all required documents of the IGA via USPS mail or email to the Contact Officer, jtwite@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 6**
 - 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. USE TEMPLATES PROVIDED IN APPENDIX H AND I.
 - 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 23**
 - Provide Contact Officer with full text of any required ballot issue notices (TABOR) and all summarized pro/con statements. USE TEMPLATE PROVIDED IN APPENDIX G.

- Tuesday, October 1 – 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.

- Wednesday, October 16 – For elections where property owners are eligible electors:**
 - Provide a supplemental list of applicable eligible property owner(s) for eligible voters not submitted in the original list from Tuesday, October 1. Refer to Section 2.02 (P) of the IGA for instructions and requirements.
- Election Day, Tuesday, November 5**
 - Provide phone support for Jurisdiction for hours of voting (7:00 a.m. -7:00 p.m.) should information be needed from the Douglas County Elections office or the general public.
- Post-Election Day**
 - Notify Contact Officer within 24 hours of completion of final ballot tabulation if a recount is required.
 - Remit payment within 30 days of receipt of billing invoice.

Appendix E
Ballot Issue Notice (TABOR) Agreement

The Ballot Issue Notice (TABOR) is the publication required by the Colorado State Constitution, Article X, Section 20, for ballot issues that call for increases in the tax rate or government debt. It is required that the County produce a mailed notice concerning these ballot issues (TABOR) to the electors of the County and the Jurisdiction.

THE COUNTY SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO THE BALLOT ISSUE NOTICE (TABOR):

- 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 the ballot issue number.
- C. Place the ballot issue notices received from Jurisdictions participating in the election in the proper order in the TABOR Notice.
- D. Mail a TABOR Notice to each address of any registered electors as required by law.
- E. Refer calls concerning the substance of the ballot issues or the operations of the Jurisdiction to the designated contact for the Jurisdiction.


THE JURISDICTION SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO THE BALLOT ISSUE NOTICE (TABOR):

- 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 Douglas County Elections Contact Officer (Contact Officer) receives the summary of written comments within the time required by law.
- B. Determine the ballot title and text within restrictions described by Douglas County in the IGA.
- 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." Use template provided in APPENDIX G: Sample Ballot Issue Notice (TABOR Notice)
- D. Prepare the text of the TABOR Notice. Use template provided in APPENDIX G: Sample Ballot Issue Notice (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.

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- E. Accept and summarize the filed comments in favor of and in opposition to the ballot issues received from the eligible electors of the Jurisdiction and the public, as required for use in the TABOR Notice.
- F. Provide the certified content of the Jurisdiction's completed TABOR Notice to the Contact Officer as a plain text file via email.
- G. Proofread the layout and the text of the Jurisdiction's portion of the official TABOR notice 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 Douglas County Elections Contact Officer has emailed the draft. This may require availability outside of normal business hours, and no changes will be made after acceptance is given to the Contact Officer. If the deadline is not met, the Contact Officer will consider the proof final "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 correction costs. This submission may not be changed by the Jurisdiction without written approval from the Contact Officer and shall be requested no later than the 42nd day before the election.
- H. Resolve, at the Jurisdiction's expense, any and all challenges pertaining to TABOR Notices certified to the County.

By	Jurisdiction 	By	County
Date	8-20-2024	Date	

Appendix F
TABOR Notice Proof Acceptance Form

Use this form as an approval document in conjunction with your Jurisdiction's Ballot Issue Notice (TABOR Notice) to indicate the content has been reviewed and either approved, or approved with revisions noted.

Please thoroughly review all information and identify any necessary corrections. We cannot begin printing the official TABOR Notice until we receive this completed form from each applicable Jurisdiction. **Approval or requested corrections must be received by Douglas County Elections within two (2) hours after the Contact Officer emails the proof.**

The Contact Officer will confirm receipt upon delivery via email.

Approved _____

Approved with revisions noted _____

Jurisdiction: _____ Town of Castle Rock _____

DEO Name: _____ Lisa Anderson _____

DEO Signature: _____

Date: _____ Time: _____

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Appendix G: Sample Ballot Issue Notice (TABOR Notice)

Please follow this template for the submission of your Ballot Issue Notice (TABOR Notice)

TO: ALL REGISTERED VOTERS
NOTICE OF ELECTION TO INCREASE TAXES/TO INCREASE A DEBT (choose one or both options)
ON A CITIZEN PETITION/ON A REFERRED MEASURE (choose one option)

ENTER YOUR JURISDICTION NAME HERE

Election Date: November 5, 2024

Election Hours: 7:00 A.M. – 7:00 P.M.

Designated Election Official Address and Telephone Number:

Enter your DEO contact person

Enter your DEO office address

Enter your DEO office telephone number

Ballot Issue Title and Text: (see Article X, Section 20, of the Colorado Constitution for legal guidance)

Enter your ballot issue title

Enter your ballot issue text – TEXT MUST BE WRITTEN IN ALL CAPS

Fiscal Information:

Fiscal Year	Fiscal Year Spending
2022 (Actual)	\$ Enter dollar amount
2023 (Actual)	\$ Enter dollar amount
2024 (Estimated)	\$ Enter dollar amount

Overall Percentage Change in Fiscal Year Spending Enter percent change %

Overall Dollar Change in Fiscal Year Spending \$ Enter dollar amount

Estimated first full fiscal year maximum dollar amount of increase \$ Enter dollar amount

Estimated first full fiscal year spending without the increase \$ Enter dollar amount

Summary of Written Comments FOR (enter issue title):

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

- OR -

Enter: No comments were filed by the constitution deadline

Summary of Written Comments AGAINST (enter issue title):

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

- OR -

Enter: No comments were filed by the constitution deadline

Appendix H: Ballot Measure Worksheet

Please use this worksheet for the submission of each of your Ballot Measures

1. Name of coordinating entity: Town of Castle Rock

2. Ballot measure type: Ballot Issue (TABOR) Ballot Question (non-TABOR)

3. Subject matter summary for contest heading (optional)

4. **Ballot measure text:** 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 and lower case letters)
- Please include standard measure responses: YES/FOR NO/AGAINST

Appendix I: Candidate Contest Worksheet

Please use this worksheet for the submission of each of your candidate contests

1. **Name of coordinating entity:** Town of Castle Rock

2. **Name of elected office or position:** _____

3. **Representation type:** Under the applicable election laws of the coordinating entity, state whether candidates for this office are elected at large by all electors of the coordinating entity, or by district.
Check one:

Candidates for this office are elected at-large Candidates for this office are elected by district

4. **Contest title:** Please enter the office or position title, district (if needed), term length, and the number of elected positions to be filled for this office using the following format and example:

Format:

Office Title – District
Term Length (Vote for Number)

Example:

Councilmember – District 2
Four-Year Term (Vote for One)

Title: _____

Term Length: _____

5. **Named candidates:** State the names of all candidates for this office, exactly as they should be printed on the ballot, and in the exact order they should be printed on the ballot:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

- **Add additional lines if necessary**
- **Candidate names must be in proper case**
- **Candidate names may not include any title or degree designating the business or profession of the candidates**
- **A candidate's name may include one nickname, if the candidate regularly uses the nickname, and nickname does not include any part of a political party name**

6. **Write-in candidates:** State whether this race will have write-in candidates. **Yes** **No**

If your answer to Question 6 is Yes, also state:

(1) The number of separate write-in lines that should be printed on the ballot. _____
(The number of write-in lines should equal the number of elected positions to be filled.)

(2) Under the ballot access laws and rules that apply to the coordinating entity, is there any possibility that an eligible elector may file papers with the DEO to qualify as a write-in candidate ***after*** the DEO certifies ballot content to the County Clerk?

Yes **No**

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(3) State the names of the eligible write-in candidates for this race:

- (a) _____
- (b) _____
- (c) _____
- (d) _____