

NOVEMBER 3, 2026

COORDINATE ELECTION AND APPROVE IGA

WITH DOUGLAS COUNTY

JULY 21 2026 TOWN COUNCIL MEETING



COORDINATED ELECTION

- Elections are coordinated with Douglas County (2.01.130)
- All elections are mail ballot elections (2.01.180)
- The County has Voter Service Centers to vote in person, register to vote, or get replacement ballots
- Castle Rock election for Mayor and Councilmembers for Districts 3 and 5
- Ballots mailed and drop boxes beginning October 9

TOWN CLERK INVOLVEMENT IN TESTING PER IGA

- Logic and Accuracy Testing – ensuring the equipment accurately records votes scanned in and votes recorded when voting utilizing the equipment at the Voter Service Centers (Sept 25)
- Risk Limiting Audit – verifying randomly selected ballots to ensure the results recorded for that ballot match the physical ballot (Nov 17)
- Canvassing Board – final audit and certification of election (Nov 20)

TOWN CLERK DUTIES PER IGA

- Provide Ordinance to coordinate election
- Provide Resolution to approve IGA
- Confirm Town and District Boundaries
- Confirm funds
- Verify Candidate eligibility, petitions, and financial reports
- Certify ballot contents and Proof ballot
- Publish legal notices
- Participate in LAT, RLA and Canvass Board

FEE STRUCTURE

- No change from previous election
- \$1 per registered voter
- Share of election publication
- Share of TABOR Notice (if applicable)

EMERGENCY ADOPTION

Per Town Code, Town Council must direct to hold a coordinated election 100 days prior to the election (July 24); and per the County, the Intergovernmental Agreement must be signed 90 days prior to the election (Aug 4)

- The Town received the IGA on July 9.
- July 21 is the only Council meeting scheduled to approve the Ordinance coordinating the election and approve the IGA prior to the due date.
- Staff is requesting that the Ordinance be approved on first and final reading on emergency effective immediately in order to meet this deadline.
- Emergency Ordinances must be approved by $\frac{3}{4}$ of the Council in attendance with a minimum of 5 affirmative votes.

PROPOSED MOTION

I move to Approve the Ordinance on first and final reading on emergency to be effective immediately.

-OR-

I move to make the following amendments to the proposed Ordinance AND I move to Approve the Ordinance as amended on first and final reading on emergency to be effective immediately.

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I move to approve the Resolution that approves the Intergovernmental Agreement with the County to conduct the election.