


CITY CLERK'S OFFICE MEMORANDUM
#08-01

July 24, 2008

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: Johanna Small, Acting City Clerk 

SUBJECT: CR-111, November 4, 2008 Coordinated Election IGA – Adams & Weld County

RECOMMENDATION:

Attached to this memorandum is a resolution which, if approved, would authorize the Mayor to execute intergovernmental agreements between the City of Northglenn and the Counties of Adams and Weld for the conduct of the November 4, 2008 coordinated election. Staff recommends approval of the proposed resolution.

BACKGROUND:

City Council called a special municipal election for November 4, 2008 by the adoption of Ordinance No. 1507 on February 14, 2008. The ordinance stated that the election would be coordinated with Adams and Weld Counties and also set the titles for two ballot questions for the election.

In addition to the ballot questions that were approved in February 2008, the Charter Review Committee is currently working on recommendations to Council concerning amendments to the City Charter and corresponding ballot questions for the November 4, 2008 election. The Committee's recommendations could potentially increase the number of questions placed on the November 4th ballot.

The large majority of Northglenn electors reside in Adams County. However, there are also a small number of electors that reside on property in Section 36 of Weld County, which is also part of Northglenn. Therefore, intergovernmental agreements with both Counties will need to be approved to conduct the coordinated election on November 4th.

BUDGET/TIME IMPLICATIONS:

The 2008 Budget includes \$18,000 for election expenses. According to the IGA, the City must reimburse the County for its prorata share of the actual costs of the election including the costs associated with the mailing of the TABOR notice package, if applicable. For the 2008 coordinated election, Adams County has estimated that the cost will be approximately \$3.00 per active registered voter within the City. As of May 2008, the Adams County voter registration listed 12,303 active voters within Northglenn, and based on the County's estimate the City's portion would be approximately \$36,909. The cost to the City for the Weld County election will be approximately \$200.00 based on the number of registered voters currently residing in Weld County. Since the estimated costs for the coordinated election exceed the budgeted amounts, the City Clerk's office will work with the City Manager to identify other funding sources and report back to Council.

STAFF REFERENCE:

Please contact Johanna Small, Acting City Clerk at jsmall@northglenn.org or 303-450-8757 with any questions or comments.

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-111
Series of 2008

Series of 2008

A RESOLUTION TO ENTER INTO INTERGOVERNMENTAL AGREEMENTS WITH THE COUNTIES OF ADAMS AND WELD FOR THE PURPOSE OF THE ADMINISTRATION OF THE DISTRIBUTION OF NOTICES (TABOR NOTICE) FOR THE NOVEMBER 4, 2008 ELECTION, CONCERNING CERTAIN BALLOT ISSUES REQUIRED PURSUANT TO COLORADO CONSTITUTION, ARTICLE X, SECTION 20(3)(b) AND THE UNIFORM ELECTION CODE OF 1992.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Intergovernmental Agreements between the City of Northglenn and the Counties of Adams and Weld, attached hereto, are hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this _____ day of _____, 2008.

KATHLEEN M. NOVAK
Mayor

ATTEST:

JOHANNA SMALL, CMC
Acting City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**INTERGOVERNMENTAL AGREEMENT BETWEEN
ADAMS COUNTY AND THE CITY OF NORTHGLENN
FOR THE NOVEMBER 4, 2008 COORDINATED GENERAL ELECTION**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2008, by and between the Board of County Commissioners, Adams County, Colorado, located at 450 S. 4th Ave., Brighton, CO 80601, hereinafter referred to as the "County," the Adams County Clerk and Recorder, located at 1865 W. 121st Ave., Westminster, CO 80234, hereinafter referred to as the "Clerk and Recorder," and the City of Northglenn, located at 11701 Community Center Drive, Northglenn, CO 80233, hereinafter referred to as the "City," for the purpose of conducting a coordinated general election to be held on **November 4, 2008**. The County, the Clerk and Recorder, and the City may be collectively referred to herein as the "Parties."

RECITALS

WHEREAS, pursuant to Colo. Const. art. XIV, § 18(2)(a), and § 29-1-203, C.R.S., as amended, the County and the City may cooperate or contract with each other to provide any function or service lawfully authorized to each, and any such contract may provide for the sharing of costs, the imposition of taxes, and incurring of debt; and,

WHEREAS, pursuant to § 1-1-111, C.R.S. of the Uniform Election Code, as amended, hereinafter referred to as the "Code," the City is authorized to contract with the Clerk and Recorder to perform all or part of the duties associated with conducting elections; and,

WHEREAS, the County, the Clerk and Recorder, and the City have determined that it is in their best interests to conduct the election as a "coordinated election," as such term is defined in § 1-1-104(6.5), C.R.S., as amended; and,

WHEREAS, the County, the Clerk and Recorder, and the City have determined that it is in the best interests of their respective residents and landowners, to cooperate and contract concerning the election upon the terms and conditions contained herein.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is acknowledged, the parties hereto agree as follows:

AGREEMENT

ARTICLE I: DUTIES OF THE CLERK AND RECORDER

1. **COORDINATED ELECTION OFFICIAL.** The Clerk and Recorder shall act as the “coordinated election official,” pursuant to § 1-1-104(6.5), C.R.S., as amended, and shall be responsible for the conduct of the election, which shall be in accordance with the provisions of the Code, the Taxpayer’s Bill of Rights, Colo. Const. art. X, § 20, hereinafter referred to as “TABOR,” and any pertinent Rules promulgated by the Colorado Secretary of State, hereinafter referred to as the “Rules.”

2. **CONTACT OFFICER.** The Clerk and Recorder has designated Norma Burkhart, whose telephone number is (303) 920-7875 and whose e-mail address is nburkhart@co.adams.co.us, as the “contact officer” to act as the primary liaison between the Clerk and Recorder and the City for the purposes of the election. The contact officer shall act under the authority of the Clerk and Recorder.

3. **POLLING PLACES AND VOTING MACHINES.** The Clerk and Recorder shall establish precincts and designate vote centers to be utilized as polling locations for the election, pursuant to §§ 1-5-102.5 and 1-5-102.7, C.R.S., as amended, and relevant Rules. Adams County intends to utilize Direct Record Electronic (DRE) voting machines for all vote center and early voting sites. The DRE machines will provide audio ballots for HAVA accessibility.

4. **APPOINTMENT OF JUDGES.** The Clerk and Recorder shall appoint and train all election judges, pursuant to the relevant provisions of the Code and/or the Rules.

5. **VOTER LISTS.** Upon the request of the City, the Clerk and Recorder shall provide to the City a list of the names and addresses of the registered voters in the City. The list shall be certified by the Clerk and Recorder upon the request of the City’s designated election official. The City shall reimburse the Clerk and Recorder for the cost of such list based on the Clerk and Recorder’s standard rate of reimbursement. If the City’s voter registration list contains the names of eligible voters not contained in the Clerk and Recorder’s list, the City shall prepare and certify a copy of its list to the Clerk and Recorder in a timely manner. If the City believes the Clerk and Recorder’s voter registration list is inaccurate, the City shall immediately advise the Clerk and Recorder and shall work with the Clerk and Recorder on corrections and revisions in a timely manner.

6. **ABSENTEE AND EARLY VOTING.** The Clerk and Recorder shall provide for absentee, early, provisional, and emergency voting, pursuant to the relevant provisions of the Code and/or the Rules.

7. **CERTIFICATION OF RESULTS.** The Clerk and Recorder shall appoint a canvass board, pursuant to § 1-10-101 or § 1-10-201, *et seq.*, C.R.S., as amended, as appropriate.

8. RECORDS AND STORAGE. The Clerk and Recorder shall store all election records, and any other such materials as required under the Code, for a period of at least twenty-five (25) months after the election. Such storage shall be accessible by the City, if necessary, to resolve any challenges or other legal questions that might arise. In addition, upon request, the Clerk and Recorder shall compile a list of the names of persons who vote in the election and, upon request and payment by the City, shall provide to the City a printed or electronic list containing the names of those persons.

ARTICLE II: DUTIES OF THE CITY

1. DESIGNATED ELECTION OFFICIAL. The City has designated Johanna Small, Deputy City Clerk, whose phone number is (303)450-8757 and whose e-mail address is jsmall@northglenn.org, as its "designated election official," pursuant to § 1-1-104(8), C.R.S., as amended. The designated election official shall act as the primary liaison between the City and the Clerk and Recorder. All communications concerning the election, whether oral or in writing, shall be directed to the Adams County Election Department, 1865 W. 121st Avenue, Westminster, CO 80234; phone number: 303-920-7875; and facsimile number: 303-920-7888.

2. STREET LOCATOR FILE. **In order for the Clerk and Recorder to provide correct ballots to electors, it is critical that the information contained in the City's locator file be accurate.** Consequently, as long as the Clerk and Recorder has been timely notified of the City's intent to participate in the coordinated general election, the Clerk and Recorder will provide to the City a street locator file by June 30, 2008. The file will contain a list of the street addresses the Clerk and Recorder's system currently shows as being located in the City. The designated election official for the City shall inspect the information contained in the locator file and shall notify the Clerk and Recorder's Office by **July 18, 2008** of any changes, additions or deletions that need to be made. If required, the Clerk and Recorder will make the required changes and resubmit the locator file to the City. The City will inspect the file and shall make a final certification as to the accuracy of the locator file by no later than **August 1, 2008**. If the locator information and/or certification are not provided by the City on the date specified herein, the City may not participate in the coordinated general election on November 4, 2008

3. LEGAL NOTICES. The Clerk and Recorder shall publish notice of the election, as required by the Code, and such publication shall satisfy the publication requirement for all political subdivisions participating in the coordinated general election, pursuant to § 1-5-205(1.4), C.R.S., as amended. However, the City shall post and/or publish any other legal notices required of the City, pursuant to relevant provisions of the Code, TABOR, the Rules, or the Colorado Municipal Code of 1965, § 31-10-101, *et seq.*, C.R.S., as amended, except as otherwise provided herein.

4. DROP OFF SITES. If City property is used as a drop off site, City will follow all applicable laws, Rules and instructions provided by the Clerk and Recorder including all requirements as to attendance of the site.

5. PETITION FOR NOMINATION. Petitions for nomination, where applicable, shall be made available through the City's designated election official.

6. PETITION VERIFICATION. Signatures on nomination petitions, where applicable, shall be verified by the City.

7. BALLOT CERTIFICATION AND PREPARATION. The City shall provide to the Clerk and Recorder the City's ballot text by no later than **September 5, 2008 at 3:00 p.m.**, which is sixty (60) days prior to the election, pursuant to § 1-5-203, C.R.S., as amended. The City shall be solely responsible for the language, content, and accuracy of the ballot text. The ballot text shall be submitted by e-mail to Norma Burkhart at nburkhart@co.adams.co.us, with a hard copy mailed to the Election Department, 1865 W. 121st Avenue, Westminster, CO 80234. The ballot text **SHALL BE PROVIDED IN MICROSOFT WORD FORMAT, IN ARIAL TEN (10) POINT FONT, AND WITH NO EXTRAORDINARY FORMATTING OF ANY KIND** (including, but not limited to, no bullets, text boxes, charts, spread sheets, bolding, strike-outs, strike-throughs, or symbols). Within one (1) business day of receiving a "proof-ready" copy of the ballot text from the Clerk and Recorder, the City shall proof and authorize the text and layout of its portion of the ballot prior to the printing of ballots. The City will be allowed to make corrections to the ballot proof copy only within the one (1) business day period, but, in any event, any changes or corrections to the text **must be received by the Clerk and Recorder's Office by no later than 3:00p.m. on September 9, 2008.** After that, the ballots will be printed.

8. ABSENTEE AND EARLY VOTING. All inquiries and applications received by the City regarding absentee ballots and early voting shall be forwarded to the Clerk and Recorder.

9. WRITE-IN CANDIDATES. Affidavits of intent to become a write-in candidate, where applicable, shall be filed with the City's designated election official.

10. ELECTION TABULATION. The City may attend and observe any ballot testing or counting, prior to the coordinated general election and any post-election audit conducted after election day, pursuant to §§ 1-7-509 and 1-7-514, C.R.S., as amended. Additionally, the City shall attend and observe any such testing or audit when requested by the Clerk and Recorder. **The City understands that election results will not be final and official until certified by the canvas board, which may be up to 18 days after election day.**

11. ELECTION DAY. On election day, the City shall provide election support by telephone and/or in-person, as requested by the Clerk and Recorder.

ARTICLE III: TABOR

The City shall be solely responsible for its compliance with the requirements of TABOR, Colo. Const. art. X, § 20, for the purposes of the election, unless otherwise specified herein.

If the City is required to prepare a **TABOR notice for any ballot issue(s)**, the City shall be solely responsible for its preparation, accuracy, and the language contained therein, and shall submit such notice, including pro and con summaries and fiscal information, to the Clerk and Recorder by no later than **September 23, 2008 at 3:00p.m.**, which is forty-two (42) days prior to the election, pursuant to § 1-7-904, C.R.S., as amended. In the TABOR notice, City shall list itself as the local election office and not the Clerk and Recorder. Such notice, including pro and con summaries and fiscal information, shall be submitted by e-mail to Norma Burkhart at nburkhart@co.adams.co.us, with a hard copy mailed to the Election Department, 1865 W. 121st Avenue, Westminster, CO 80234. **THE NOTICE SHALL BE PROVIDED IN MICROSOFT WORD FORMAT, IN ARIAL TEN (10) POINT FONT, AND WITH NO EXTRAORDINARY FORMATTING OF ANY KIND** (including, but not limited to, no bullets, text boxes, charts, spread sheets, strike-outs, strike-throughs, bolding, or symbols). **IN ORDER TO FORMAT CORRECTLY** the notice must be originally keyed in all **UPPERCASE** only. If the Clerk and Recorder is responsible for preparing a TABOR notice package, the Clerk and Recorder shall do so in compliance with the provisions of TABOR, Colo. Const. art. X, § 20, and any pertinent Rules.

Except as otherwise specified herein, the Clerk and Recorder shall in no manner be responsible for the City's compliance with the requirements of TABOR, nor shall the Clerk and Recorder in any manner be responsible for the language contained in the TABOR notice(s) prepared by the City. The City shall be solely responsible for calculating and providing to the Clerk and Recorder any fiscal information necessary to comply with TABOR, Colo. Const. art. X, § 20(3)(b), and the Clerk and Recorder shall in no way be responsible for the accuracy of the fiscal information, which shall be placed on the ballot issue notice as provided by the City.

ARTICLE IV: COSTS

The City shall reimburse the County for its prorata share of the actual costs of the coordinated general election, as permitted under § 1-7-116(2)(b), C.R.S., as amended, including the costs associated with the mailing of the TABOR notice package (if applicable). Such proration shall be made based upon a formula of "accumulated active voters" within each entity participating in the coordinated general election. The prorated actual costs shall include those expenses permitted by state law including, but not limited to, the costs of temporary labor, part-time labor, overtime, postage, equipment delivery, extraordinary equipment rental, printing, legal publications, mailing, materials, vote center

facility fees, vote center signage, election worker expenses and other costs. Actual costs may include charges for extraordinary ballot question length if said length results in increased printing costs. For the 2008 coordinated general election it is estimated that costs to the City will be approximately \$3.00 per active registered voter within the City. This is an estimate only. There may be additional factors, for example anticipated voter turn out, that may affect this cost estimate. TABOR notice costs will be additional and will be billed for printing based on the number of pages consumed by the City. TABOR mailing costs will be based on the number of active registered voter households in the City. The County shall submit to the City an itemized invoice for all expenses incurred under this Agreement, and the City shall remit to the County the total payment within thirty (30) days of the receipt of such invoice.

ARTICLE V: CANCELLATION OF THE ELECTION

In the event the election is canceled prior to **November 4, 2008**, notice of such cancellation shall be provided by the City to the Clerk and Recorder. The City shall reimburse the County for the actual expenses incurred in preparing for the election, and those expenses shall be paid by the City to the County within thirty (30) days of the receipt of an invoice therefor. If the actual expenses are not paid in full within thirty (30) days, the balance due may be subject to a ten percent (10%) per annum interest rate from the date due until paid in full.

ARTICLE VI: DAMAGES

Subject to the provisions of the Colorado Governmental Immunity Act, each party assumes liability for losses, costs, demands or actions arising out of or related to any actions, errors or omissions of its officers, employees, or agents in fulfilling its responsibilities for the election or under this Agreement. Nothing contained in this Agreement shall constitute any waiver by either party of the provisions of the Colorado Governmental Immunity Act or any other immunity or defense provided by statute or common law.

ARTICLE VII: CONDUCT OF THE ELECTION

It is the intent of the parties that the County shall conduct the coordinated general election and the City shall timely supply the Clerk and Recorder with all information needed by the County for that part of the election that is related to the City.

ARTICLE VIII: MISCELLANEOUS

1. NOTICES. Any and all notices required to be given to the Parties by this Agreement are deemed to have been received and to be effective: a) three (3) days after the same shall have been mailed by certified mail, return receipt requested; b) immediately upon hand delivery; or c) immediately upon receipt of confirmation that a facsimile transmission thereof was received. All notices shall be addressed to the parties as set forth below:

For the County:

Hal B. Warren, County Attorney
Jennifer D. Stanley, Assistant County Attorney
Adams County Attorney's Office
450 S. 4th Avenue
Brighton, Colorado 80601
Phone: (303) 654-6116
Facsimile: (303) 654-6114
hwarren@co.adams.co.us
jstanley@co.adams.co.us

For the Clerk and Recorder:

Karen Long
Adams County Clerk and Recorder
1865 W. 121st Avenue
Westminster, Colorado 80234
Phone: (303) 920-7814
Facsimile: (303) 920-7888
E-mail: klong@co.adams.co.us

Norma Burkhart, Elections Administrator
Adams County Election Department
1865 W. 121st Avenue
Westminster, CO 80234
Phone: 303-920-7875
Facsimile: 303-920-7888
E-mail: nburkhart@co.adams.co.us

For the City:

Johanna Small, Deputy City Clerk
P.O. Box 330061
Northglenn, CO 80233
Phone: (303) 450-8757
Facsimile: (303) 450-8798
E-mail: jsmall@northglenn.org

Corey Hoffmann, City Attorney
1350 17th Street, Suite 450
Denver, CO 80202
Phone: (303) 825-6444
Facsimile: (303) 825-1269
E-mail: cyhoffmann@hphclaw.com

2. INTEGRATION OF UNDERSTANDING. This Agreement contains the entire understanding of the parties hereto as to the subject matter herein, and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by all of the parties.

3. SEVERABILITY. If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect. No subsequent resolution or ordinance enacted by the County or the City shall impair the rights of the County, the Clerk and Recorder, or the City hereunder without the written consent of all of the parties.

4. TIME OF ESSENCE. Time is of the essence under this Agreement. The statutory time frames or requirements of the Code, TABOR, and the Rules shall apply to the completion of any duties or tasks required under this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement to be effective as of the date first written above.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

Chairman

Date

ATTEST:
KAREN LONG,
CLERK AND RECORDER

Approved as to form:

Deputy Clerk

Adams County Attorney's Office

CLERK AND RECORDER
ADAMS COUNTY, COLORADO

Karen Long

Date

FOR THE CITY:

Name:
Title:

Date

ATTEST:

City Clerk

Date

Approved as to form:

City Attorney's Office

Memorandum of Intergovernmental Agreement
For Conduct of General Elections

2008 Master

City of Northglenn, hereinafter referred to as "Jurisdiction," does hereby agree and contract with the Board of County Commissioners of the County of Weld, hereinafter referred to as "Commissioners," and the Weld County Clerk and Recorder, hereinafter referred to as "County Clerk," concerning the administration of the November 4, 2008, General Election conducted pursuant to the Uniform Election Code of 1992 as amended (hereinafter "Code"), and the rules and regulations promulgated thereunder, found at 8 C.C.R. 1505-1. This Agreement is not intended to address or modify statutory provisions regarding voter registration, nor to address or modify the County Clerk's duties thereunder.

WHEREAS, the Jurisdiction desires to conduct an election pursuant to its statutory authority or to have certain items placed on the ballot at an election pursuant to its statutory authority, such election to occur via vote center on November 4, 2008, and

WHEREAS, the Jurisdiction agrees to conduct a General Election with the County Clerk acting as the General Election official, and

WHEREAS, the County Clerk is the "General Election official" pursuant to § 1-7-116(2), C.R.S., and is to perform certain election services in consideration of performances by the Jurisdiction of the obligations herein below set forth, and

WHEREAS, such agreements are authorized by statute at §§ 1-1-111(3), 1-7-116, 22-30-104(2), 22-31-103, and 29-1-203, et seq., C.R.S.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

1. The Jurisdiction encompasses territory within Weld County and Adams County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Weld County.
2. Term of Agreement: This Agreement is intended only to deal with the conduct of the November 4, 2008, General Election.
3. The Jurisdiction agrees to perform the following tasks and activities:
 - a. Conduct all procedures required of the clerk for initiatives, referenda, and referred measures under the provisions of §§ 31-11-101 through 118 and 22-30-104(4), C.R.S.
 - b. To do all tasks required by law of designated election officials concerning nomination of candidates by petition, including, but not limited to: issue approval as to form, where appropriate, of nominating petition; determine candidate eligibility; receive candidate acceptance of nominations; accept notice of intent, petitions for nomination, and affidavits of circulators; verify signatures on nominating petitions; and hear any protests of the nominating petitions, as said tasks are set forth in any applicable provisions of Title 1, Article IV, Parts 8 and 9, § 1-4-501, § 22-31-103, C.R.S., and those portions of the Colorado Municipal Election Code of 1965, Article X of Title 31 as adopted by reference pursuant to § 1-4-805, C.R.S.
 - c. Establish order of names and questions pursuant to § 1-5-406 for Jurisdiction's portion of the ballot and submit to the County Clerk in final form. The ballot content,

Memorandum of Intergovernmental Agreement
For Conduct of General Elections

2008 Master

including a list of candidates, ballot title, and text, must be certified to the County Clerk no later than 60 days before the election, pursuant to § 1-5-203(3)(a), C.R.S.

- d. Publish and post notice of election pursuant to § 1-5-205(1), C.R.S., and include the information regarding the walk-in location address for application or return of mail-in ballots as set forth in paragraph 4.c of this Agreement.
- e. Accept written comments for and against ballot issues pursuant to §§ 1-7-901 and 1-40-125(2)(e), C.R.S. Comments to be accepted must be filed by the end of the business day on the Friday before the 45th day before the election. Preparation of summaries of written comments shall be done by the jurisdiction but only to the extent required pursuant to § 1-7-903(3), C.R.S. The full text of any required ballot issue notices must be transmitted to and received by the County Clerk no less than 42 days prior to the election. No portion of this paragraph shall require the County Clerk to prepare summaries regarding the Jurisdiction's ballot issues.
- f. Accept affidavits of intent to accept write-in candidacy up until close of business on August 26, 2008, and provide a list of valid affidavits received and forward them to the County Clerk pursuant to § 1-4-1102(1), C.R.S.
- g. Pay the sum of \$.75 per registered elector eligible to vote in the Jurisdiction's election as of the final date of registration prior to the November 4, 2008, election, with a \$200 minimum, within 30 days of billing, regardless of whether or not the election is actually held. In addition, Jurisdiction shall also reimburse Clerk for payment of members of the Board of Canvassers, eligible to be paid, the sum of \$15 per day pursuant to § 1-10-201(4), C.R.S., when the Jurisdiction designates persons for the Board of Canvassers pursuant to paragraph 4.g. of this Agreement. If the Jurisdiction cancels the election before its Section 20, Article X notices are due to the County and prior to the County Clerk incurring any expenses for the printing of the ballots, the Jurisdiction shall not be obligated for any expenses. The Jurisdiction shall also be responsible for costs of recounts pursuant to §§ 1-10.5-107, 1-10.5-104, or 1-11-215 C.R.S., except for costs collected from an "interested party" pursuant to §1-10.5-106 which shall be collected by the entity conducting the recount.
- h. Designate an "election officer" who shall act as the primary liaison between the Jurisdiction and the County Clerk and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder.
- i. By approval of this Agreement, any municipality is resolving not to use the provisions of the Municipal Election Code, except as otherwise set forth herein or as its use is specifically authorized by the Code.
- j. Mail notices pursuant to § 1-7-906(2) for active registered electors who do not reside within the County or counties where the political subdivision is located.
- k. Carry out all action necessary for cancellation of an election including notice pursuant to § 1-5-208, C.R.S., and pay any costs incurred by the County Clerk within 30 days of receipt of an invoice setting forth the costs of the canceled election pursuant to § 1-5-208(5), C.R.S.

Memorandum of Intergovernmental Agreement
For Conduct of General Elections

2008 Master

4. Duties of County Clerk

Agrees to perform the following tasks and activities:

- a. Except as otherwise expressly provided for in this Agreement, to act as the designated election official for the conduct of the election for the Jurisdiction for all matters in the Code which require action by the designated election official and as General Election official.
- b. Circulate the Article X, Section 20, Ballot Issues notices pursuant to § 1-7-905 and 906(1), C.R.S. and publish and post notice, as directed in § 1-5-205, C.R.S. Publication by the County Clerk will only be in the County legal newspaper and the Greeley Tribune.
- c. Provide 2 locations for voters to apply for and obtain mail-in ballots:
 - The **Weld County Election Office**, 1401 North 17th Avenue, Greeley, CO
 - October 6 – November 3, 2008 - 8:00 a.m. – 5:00 p.m. - Monday – Friday
 - Election Day – November 4, 2008 - 7:00 a.m. – 7:00 p.m.
 - The **Southwest Weld Office (Del Camino)**, 4209 County Road 24 ½, Longmont, CO
 - October 20 – November 3, 2008 - 8:00 a.m. – 5:00 p.m. – Monday – Friday
 - Election Day – November 4, 2008 - 7:00 a.m. – 7:00 p.m.
- d. Provide five Early Vote Sites - October 20 – November 3, 2008, that will be open from 8:00 a.m. to 5:00 p.m. – Monday - Friday, at:
 - **Weld County Election Office**, 1401 North 17th Avenue, Greeley, CO
 - **Southwest Weld Office (Del Camino)**, 4209 County Road 24 ½ , Longmont, CO
 - **Trinity Lutheran Church**, 3000 35th Avenue, Greeley, CO
 - **Windsor Community Rec. Center**, 250 11th Street, Windsor, CO
 - **Southeast Weld Office**, 2950 9th Street, Fort Lupton, CO
- e. Give notice to Jurisdiction of the number of registered electors within the Jurisdiction as of the effective date of cutoff for registration, which is October 6, 2008; identify the members of the Board of Canvassers eligible for receiving a fee; and bill the Jurisdiction.
- f. Designate a “contact” to act as a primary liaison or contact between the Jurisdiction and the County Clerk.
- g. The County Clerk shall appoint and train election judges and this power shall be delegated by the Jurisdiction to the County Clerk, to the extent required or allowed by law.
- h. Select and appoint a Board of Canvassers to canvass the votes; provided that the Jurisdiction, at its option, may designate one of its members and one eligible elector from the jurisdiction to assist the County Clerk in the survey of the returns for that jurisdiction. If the Jurisdiction desires to appoint one of its members and an eligible

Memorandum of Intergovernmental Agreement
For Conduct of General Elections

2008 Master

elector to assist, it shall make those appointments, and shall notify the County Clerk in writing of those appointments not later than 15 days prior to the election. The County Clerk shall receive and canvass all votes, and shall certify the results in the time and manner provided and required by the Code. All recounts required by the Code.

- i. Establish combined precincts and polling places and voting centers pursuant to § 1-5-102.7, C.R.S. subject to the separate express approval by the Board of County Commissioners.

5. General Provisions

- a. Time is of the essence to this Agreement. The statutory time frames of the Code shall apply to the completion of the tasks required by this Agreement.

- b. Conflict of Agreement with law

This Agreement shall be interpreted to be consistent with the Code, and provisions of Title 31 and 22 applicable to the conduct of elections and 8 C.C.R. 1505-1. Should there be an irreconcilable conflict between the statutes, this agreement and the Colorado Regulations, the statutes shall first prevail, then this agreement and lastly the Colorado Regulations.

- c. Liquidated damages provision

In the event that a Court of competent jurisdiction finds that the election for the Jurisdiction was void or otherwise fatally defective as a result of the sole negligence or failure of the County Clerk to perform in accordance with this Agreement or laws applicable thereto, then the County Clerk shall, as liquidated damage, not as a penalty, refund all payments made, pursuant to paragraph 3.g. of this Agreement and shall, if requested by the Jurisdiction, conduct the next General Election which may include any election made necessary by a defect in the election conducted pursuant to this Agreement with no fee assessed to the Jurisdiction. This remedy shall be the sole and exclusive remedy for damages available to the Jurisdiction under this Agreement.

- d. No portion of this Agreement shall be deemed to create a cause of action with respect to anyone not a party to this Agreement, nor is this Agreement intended to waive any privileges or immunities the parties, their officers, or employees may possess, except as expressly provided in this Agreement.

- e. This constitutes the entire agreement of the parties and no amendment may be made except in writing approved by the parties.

- f. Notice shall be given by Jurisdiction to the Clerk by phone:

(970) 304-6525, Extension 3178, fax (970) 304-6566,
E-mail: rsantos@co.weld.co.us,
Address: PO Box 459, Greeley, CO 80632

Memorandum of Intergovernmental Agreement
For Conduct of General Elections

2008 Master

The Jurisdiction notice shall be given to the Jurisdiction at:

Phone: 303-450-8757, fax: 303-450-8798,
E-mail: jsmall@northglenn.org,
Address: PO Box 330061, Northglenn, CO 80233; and to

Corey Y. Hoffmann, City Attorney
Phone: 303-825-6444, fax: 303-825-1269
Address: 1350 17th Street, Suite 450, Denver, CO 80202

DATED this _____ day of _____, 2008.

WELD COUNTY CLERK & RECORDER

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF WELD COUNTY

Steve Moreno, Clerk & Recorder

William H. Jerke, Commissioner

APPROVED AS TO FORM:

ATTEST: _____
Clerk to the Board of County Commissioners

County Attorney

Deputy Clerk to the Board

Designated Election Official

City of Northglenn

Mayor

APPROVED AS TO FORM:

ATTEST:

Attorney for Jurisdiction (Signature)

Designated Election Official for Jurisdiction
(Signature)