

Attachment #6

May 2019 Mail Ballot Election to Include Property – Key Dates

DATE	ACTION TO BE TAKEN WITH ASSOCIATED CITATION	
AS SOON AS POSSIBLE June 2018 through September	City Authorization of Proposed Inclusion Area: A special district is not permitted to include any real property located in a city and county unless the governing body of such city and county has adopted a resolution of approval authorizing such inclusion pursuant to section 32-1-204.5 or waives its right to require such resolution in its sole discretion. Any resolution of approval so adopted, or waiver so given shall be appended to any petition.	CRS 32-1-401(4)
September 14 - September 24, 2018	Notice of Public Hearing to All Property Owners Within Proposed Inclusion: Not more than 30 days nor less than 20 days prior to a meeting of the Board to hold a public hearing regarding the inclusion of property into the Districts boundaries, the secretary of the special district shall send letter notification of the meeting to the property owners within the area proposed to be included within the special district as listed on the records of the county assessor on the date requested unless the petitioners represent one hundred percent of the property owners. The notification shall indicate that it is a notice of a meeting for consideration of the inclusion of real property within a special district and shall indicate the date, time, location, and purpose of the meeting, a reference to the type of special district proposed for inclusion, the maximum mill levy, if any, or stating that there is no maximum that may be imposed if the proposed area is included within the special district, and procedures for the filing of a petition for exclusion pursuant to section 32-1-203(3.5) .	CRS 32-1-401(2)(d) CRS 32-1-401(3)
Wednesday, October 15, 2018 Board Meeting	Adoption of Inclusion Resolution: If the inclusion petition was either submitted by the lesser of 20% or 200 of the taxpaying electors, or initiated by the Board, upon granting of the petition or finally adopting the Board resolution, the Board shall make an order to that effect and file it with the District Court. <i>The court shall direct that the question of inclusion of the area within the special district be submitted to the eligible electors of the area to be included and shall order the secretary to give published notice, as provided in part 2 of article 5 and article 13.5 of title 1, C.R.S., of the time and place of the election and of the question to be submitted, together with a summary of any conditions attached to the proposed inclusion.</i> Any election shall be held within the area sought to be included. ***The District <u>MUST</u> receive a Court Order calling the election in order to proceed with conduct of the May 14, 2019 Election***	CRS 32-1-401(2)(d)

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<p>January 21, 2019 Board Meeting</p>	<p>Election Resolution & Selection of Designated Election Official All powers and authority granted to the governing body of a special district may be exercised by an election official designated by the board. Your board may designate someone to be the designated election official (DEO) and also give them authority to run the election. The board, by resolution, should decide whether to hold a coordinated (with the County Clerk & Recorder) or independent mail ballot election and should list all the details of the election.</p> <p>Note: When choosing a DEO, the appointee cannot be a board member if that member is also up for election because of a possible conflict of interest. The board may select an experienced and non-biased person to act as DEO, whenever possible. The division recommends the board officially appoint a DEO.</p>	
<p>Monday, March 11 through Friday, March 15, 2019</p>	<p>Request/Receive List of UOCAVA Voters from County Clerk and Recorder</p>	
<p>Friday, March 15, 2019</p>	<p>Certification of Ballot Content 60 days before the election the DEO shall certify the ballot and ballot content.</p> <p>Such certification shall be delivered to the County Clerk and Recorder of each County that has territory within the political subdivision if the election is coordinated with the County.</p> <p>The ballot shall include any ballot issue or ballot question to be submitted to the eligible electors.</p>	<p>CRS 1-13.5-511</p>
<p>Friday, March 29, 2019</p>	<p>Mail Ballot Plan The DEO responsible for conducting an election by independent (versus coordinated with the County Clerk) mail ballot pursuant to this part 11 shall, no later than fifty-five days prior to the election, have on file at the principal office of the local government or office of the DEO a plan for conducting the independent mail ballot election. The plan is a public record.</p>	<p>CRS 1-13.5-1103</p>
<p>Friday, March 29, 2019</p>	<p>Military and Overseas Voters (UOCAVA) Mail ballots shall be mailed to military and overseas voters no later than 45 days prior to the election.</p> <p>Classes for Election Judges The DEO (County Clerk) shall make available a class of instruction concerning the tasks of an election judge no more than 45 days prior to each election.</p>	<p>CRS 1-8.3-110(1) and 1-1-106(5)</p> <p>CRS 1-13.5-408</p>

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Friday, April 12, 2019	<p>Registered Electors and Property Owners List The county clerk and recorder shall certify and make available a complete list of the registered electors and the county assessor shall certify and deliver an initial list of all recorded owners of real property within the district. In the case of a coordinated election, the District’s DEO must provide a complete list of property owners in the District whose names do not appear on the registered electors list within the County but own property within the District and are registered to vote in the State of Colorado.</p>	CRS 1-5-303(1) & 1-5-304(1) & 1-7.5-107(2)(a)
Monday, April 15 through Friday, April 19, 2019	<p>Mail Ballot Election – Mail Ballot Packets to be Mailed The DEO (County Clerk) shall mail to each active registered elector (22 days before the election), at the last mailing address appearing in the registration records and in accordance with the United States postal service regulations, a mail ballot packet, which shall be marked “Do Not Forward – Address Correction Requested,” or any other similar statement that is in accordance with the United States Postal Service regulations. Ballots returned undeliverable or with a forwarding address shall not be resent unless the eligible elector requests a replacement ballot.</p>	CRS 1-13.5-1105(4)(a)
Friday, April 12 through May 14, 2019	<p>Mail Ballots Available Mail ballots shall be made available at the DEO’s office, for eligible electors who are not listed, or are listed as “inactive” on the county voter registration records or on the list of property owners or the registration list if otherwise authorized to vote.</p>	CRS 1-13.5-1105(d)
Wednesday, April 24, 2019	<p>Mail Ballot Election – Posted Notice of Election The DEO (County Clerk), at least 20 days before each election, shall give written notice stating the date of the election and hours during which the polls (mail ballot drop-off location) will be open. The notice will also state the date the ballots have or may be mailed if the election is conducted by mail ballot, the mail ballot drop-off locations, the names of the officers to be elected, and any ballot issues and ballot questions to be voted on. The Notice does not need to have the text of the ballot issues or questions. A copy of the Notice must be posted until after the election in a conspicuous place in the office the DEO, and a copy mailed or emailed to the Clerk & Recorder.</p> <p>Published Notice of Election No later than 20 days before an election, the DEO, or the coordinated election official if so provided by an intergovernmental agreement, shall provide notice by publication of a mail ballot election.</p>	<p>CRS 1-13.5-502(1)</p> <p>CRS 1-13.5-1105(2)(b)</p>

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	<p>Election Notice to Create a Financial Obligation A district submitting a ballot issue concerning the creation of any debt or other financial obligation at an election in the district shall post notice of the following information on the district's web site or, if the district does not maintain a website, at the district's chief administrative office no later than 20 days before the election.</p>	CRS 1-7-908
Monday, April 29, 2019	<p>Appointment of Election Judges The DEO (County Clerk) shall appoint election judges no later than 15 days prior to the election.</p> <p>The DEO (County Clerk) shall mail certifications of appointment and acceptance forms to each person appointed.</p>	CRS 1-13.5-401(1) & 1-13.5-40
Monday, April 29, 2019	<p>Canvassers for Special District Elections At least 15 days before any regular special district election, the DEO (County Clerk) shall appoint at least one member of the Board of such District and at least one eligible elector of the special district who is not a member of such board to assist the DEO in the survey of the returns. The persons so appointed and the DEO shall constitute the Board of Canvassers for the election.</p> <p>Canvassers for Coordinated Elections For any election coordinated by the County Clerk, the canvass board shall be appointed in accordance with the IGA between the governing bodies holding the election.</p>	CRS 1-13.5-1301(1) CRS 1-10-202
Monday, April 29, 2019	<p>Counting Mail Ballots The election officials at the mail ballot counting place may receive and prepare ballots delivered and turned over to them by the DEO (County Clerk) for tabulation. Counting of the mail ballots may begin 15 days prior to the election and shall continue until counting is complete. The election official in charge of the ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures, and no information concerning the count shall be released by the election officials or watchers until after 7:00 p.m. on Election Day.</p>	CRS 1-13.5-1107
Friday, April 19, 2019	<p>Mail-In (formerly Absentee) Ballot Application Deadline Last day to request a mail-in ballot if the mail-in ballot will not be mailed to applicant.</p> <p>Ballots Available In-Office No sooner than 25 days prior to election day, nor later than 7pm on election day, mail ballots shall be made available at the DEO's office , or the office designated in the mail ballot plan filed with the secretary of state, for eligible electors who are not listed, or are listed as "inactive" on the county voter registration records or, for special district mail ballot elections, on the list of</p>	CRS 1-8-104(3)

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	<p>property owners or the registration list but who are authorized to vote pursuant to section 32-1-806, C.R.S., or other applicable law.</p> <p>Replacement Ballots An eligible elector may obtain a replacement ballot if their ballot was spoiled, lost or never received.</p>	
<p>Tuesday, May 14, 2019</p>	<p>ELECTION DAY – MAIL BALLOT DROP OFF LOCATION OPEN CONTINUOUSLY FROM 7:00 A.M. TO 7:00 P.M</p>	<p>CRS 1-13.5-601</p>
<p>Prior to July 1, 2019</p>	<p>Record Court Order to enable District to Levy Tax</p> <p>If any new property included into district (by taxpayer petition or Board resolution), deadline to record court order of inclusion with County Clerk and Recorder to enable district to levy tax on newly included property for year in which inclusion occurred.</p> <p>Special District Public Disclosure Document</p> <p>Record a special district public disclosure document and a map of the new boundaries of the district at the same time as recording the order of inclusion.</p>	<p>CRS 39-1-110(1.5), 32-1-401(2) & CRS 32-1-105</p> <p>CRS 32-1-104.8</p>