

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
ADAMS COUNTY AND THE CITY OF COMMERCE CITY  
FOR THE NOVEMBER 3, 2015 COORDINATED ELECTION**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Adams County Clerk and Recorder, located at 4430 S. Adams County Parkway, Suite E3102, Brighton, Colorado 80601, hereinafter referred to as the "Clerk and Recorder," and the City of Commerce City, located at 7887 E. 60<sup>th</sup> Avenue, Commerce City, CO 80022, hereinafter referred to as the "City," for the purpose of conducting a Coordinated Election to be held on **November 3, 2015**. 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 of 1992 (§ 1-1-101, *et. seq.* C.R.S.), 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 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 in the Code; and,

WHEREAS, the Clerk and Recorder and the City have determined that it is in the best interests of their respective residents 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. **NO RUN-OFF ELECTION.** This Agreement is for the November 3, 2015 Coordinated Election only. In the event the City’s Code and/or Charter provide for a run-off election, and a run-off election becomes necessary, the Adams County Clerk and Recorder will not conduct that election for the City.

3. **CONTACT OFFICER.** The Deputy Clerk and Recorder, Christi Coburn, will be the designated contact officer and will act as the primary liaison between the Election Office and the City for purposes of the election. Christi Coburn can be reached at (720) 523-6048 or ccoburn@adcogov.org.

4. **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. 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.

5. **VOTING.** The Clerk and Recorder shall provide for voter service and polling centers, mail, emergency, and provisional voting, pursuant to the relevant provisions of the Code and/or the Rules.

6. **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.

7. **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 legally necessary, upon accompaniment by the Clerk and Recorder or a designated representative, 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 Laura Bauer, whose phone number is (303)289-3676 and whose e-mail address is lbauer@c3gov.com, 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, 4430 S. Adams County Parkway, Suite E3102, Brighton, Colorado 80601; phone number: (720) 523-6048; and facsimile number: (720) 523-6266. Email communications are preferred and should be sent to ccoburn@adcogov.org.

2. ORDINANCE OR RESOLUTION. In order to avoid any potential discrepancies and as allowed by § C.R.S. 1-1-102, City will pass an Ordinance or Resolution indicating that it will utilize and be subject to the requirements and procedures of the Uniform Election Code of 1992 while participating in this Coordinated Election and that said Code will apply in the event of any conflicting charter provision. City will supply a copy of this Ordinance or Resolution when returning a signed copy of this IGA to the County.

3. 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 street locator file be accurate. It is the City’s responsibility to ensure that the information contained in the street locator file is an accurate representation of the City’s street indexes contained within the City’s legal boundaries.** Consequently, as long as the Clerk and Recorder has been timely notified of the City’s intent to participate in the Coordinated Election, the Clerk and Recorder will provide to the City a street locator file by **July 28, 2015**. 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 **August 10, 2015** 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 14, 2015**. 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 Election on **November 3, 2015**.

4. 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 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.

5. DROP OFF SITES. If a City facility is used as a drop off site, the City Clerk will receive and sign a separate agreement outlining his or her responsibilities and will ensure that all applicable laws, Rules and instructions provided by the Clerk and Recorder will be followed by all City staff attending the ballot box. Training will be provided by the Clerk and Recorder staff at the election office and at least one individual representing the City Clerk's office shall attend prior to a City facility becoming a drop off site.

On Election Day the drop off site shall be open to the public from 7 a.m. until 7 p.m. and a representative of the City Clerk's office will be present and available at the drop off site until the ballot box is picked up by the Clerk and Recorder staff.

Drop off sites must be open to the public beginning October 13, 2015 through election day, including **Saturdays**.

6. PETITIONS. Petitions, where applicable, shall be made available through the City's designated election official, pursuant to the applicable laws and/or rules.

7. VERIFICATION OF PETITIONS. Petitions shall be verified by the City, pursuant to the applicable laws and/or rules. The Clerk and Recorder will provide access to voter registration information to the City if petitions are verified.

8. WRITE-IN CANDIDATES. Affidavits of intent to become a write-in candidate, where applicable, shall be filed with the City's designated election official, pursuant to the applicable laws and/or rules, and a copy will be provided to the Clerk and Recorder.

9. BALLOT CERTIFICATION AND PREPARATION.

The City shall provide to the Clerk and Recorder the City's ballot text by no later than **September 4, 2015 at 3:00 p.m.**, which is sixty (60) days prior to the election, pursuant to § 1-5-203(3)(a), C.R.S., as amended. The City shall be solely responsible for the language, content, and accuracy of the ballot text.

In accordance with § 1-5-407(7), C.R.S., as amended, no printing or distinguishing marks shall be on the ballot except as specifically provided in the Code. Additionally, the ballot text shall be submitted by e-mail as an attachment that conforms to the following requirements, to Christi Coburn at ccoburn@adcogov.org.

The ballot text shall be provided in Microsoft Word format, in Arial 10 point font, with no extraordinary formatting (including, but not limited to, no bullets, text boxes, charts, spread sheets, bolding, strike-outs, strike-throughs, parenthesis, or symbols). For purposes of consistency, when candidates choose to use nicknames they will appear on the ballot in quotation marks as follows: First Name "Nickname" Last Name.

All races must include the “term of office” and “vote for #” information.

An audio recording of all candidate names for City’s portion of the ballot must be provided by having the candidates call (720) 523-6046 and follow the recorded instructions by no later than the ballot certification deadline of **September 4, 2015 at 3:00 p.m.**

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 1:00 p.m. on September 11, 2015.**

10. ELECTION TESTING, AUDIT AND RESULTS. The City may attend and observe any ballot testing, as scheduled by the Clerk and Recorder, prior to the Coordinated Election. The City may also attend and observe any post-election audit conducted after Election Day, pursuant to §§ 1-7-509 and 1-7-514, C.R.S., as amended. Election results will not be final and official until certified by the canvass 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 from 7 a.m. until 7 p.m. or longer, as requested by the Clerk and Recorder. The City must also act as a voter registration agent as required by § 1-2-202 (2), C.R.S., and assist voters with “same day voter registration” needs, if a voter appears and requests such service.

12. REFERENCE CALENDAR. The City will comply with all of the dates listed in the Important Elections Dates calendar attached as “Exhibit A”.

### 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 21, 2015 at 3:00 p.m.**, which is forty-two (42) days prior to the election, pursuant to § 1-7-904, C.R.S., as amended. Such notice, including pro and con summaries and fiscal information, shall be submitted by e-mail as an attachment that conforms to the following requirements to Christi Coburn at ccoburn@adcogov.org. The notice shall be provided in Microsoft Word format, in Arial 10 point font with no extraordinary formatting (including, but not limited to, no bullets,

text boxes, charts, spreadsheets, strike-outs, strike-throughs, bolding, or symbols). 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. If applicable, pursuant to § 1-7-906(2), C.R.S., as amended, the City shall be responsible for mailing the ballot issue notice packet to each address of one or more active registered electors who do not reside within the County.

#### ARTICLE IV: COSTS

The City shall reimburse the County for its prorata share of the actual costs of the Coordinated 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 active registered voters within each entity participating in the Coordinated 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, mailings, materials, voter service and polling centers if applicable, 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 2015 Coordinated Election, it is estimated that costs to the City will be approximately \$2.00 per active registered voter in the City. This is an estimate only. There may be additional factors, for example anticipated voter turnout that may affect this cost estimate. A multiple page ballot is possible and will result in additional costs. 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. In the event City has a mandatory recount, City will be responsible and charged for the actual cost incurred by the County for conducting the recount. In the event that there is an error in the ballot language certified to the County by the City, and the City requests that it be corrected, the County will make its best effort to correct the error on the ballot if time and circumstance allow. However, the City will be responsible for the cost of correcting the error, including, but not limited to all costs associated with reprinting the ballots. The County shall submit to the City an 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. If the invoice is 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 V: CANCELLATION OF THE ELECTION

In the event the election is canceled prior to **November 3, 2015**, 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 cancellation occurs after the certification deadline, full election costs may be incurred. 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 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:

Jennifer D. Stanley, Assistant County Attorney  
Adams County Attorney's Office  
4430 S. Adams County Parkway, Suite C5000B  
Brighton, Colorado 80601  
Phone: (720) 523-6116  
Facsimile: (720) 523-6114  
E-mail: [jstanley@adcogov.org](mailto:jstanley@adcogov.org)

For the Clerk and Recorder:

Stan Martin  
Adams County Clerk and Recorder  
4430 S. Adams County Parkway  
Suite E3102  
Brighton, Colorado 80601  
Phone: (720) 523-6500  
Facsimile: (720) 523-6266  
E-mail: [smartin@adcogov.org](mailto:smartin@adcogov.org)

For the City:

Laura Bauer  
City Clerk  
City of Commerce City  
7887 E. 60<sup>th</sup> Ave.  
Commerce City, CO 80022  
(303)289-3676  
(303)227-8798  
E-mail: [lbauer@c3gov.com](mailto:lbauer@c3gov.com)

2. INTEGRATION OF UNDERSTANDING. This Agreement contains the entire understanding of the Parties hereto 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.

CLERK AND RECORDER  
ADAMS COUNTY, COLORADO

\_\_\_\_\_  
Stan Martin

\_\_\_\_\_  
Date  
Approved as to form:

\_\_\_\_\_  
Adams County Attorney's Office

FOR THE CITY:

\_\_\_\_\_  
Name: Brian McBroom  
Title: City Manager

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
City Attorney's Office

# EXHIBIT A

## Important Election Dates

The following are dates of important activities related to the 2015 Coordinated Election for reference by the City. This exhibit is intended to serve as a reference tool only.

<b>2015 Coordinated Election Activity Dates</b>	
24-Jul	Last day for City to notify Clerk of intent to participate
28-Jul	Clerk supplies City with street locator file
10-Aug	Last day for City to notify Clerk of street locator file discrepancies
14-Aug	Last day for City to certify street locator file
25-Aug	Last day to sign IGA
4-Sep	Last day for City to file ballot content with Clerk
4-Sep	Last day for City to provide audio recording of candidates' names
11-Sep	Ballot proofs must be signed off and finalized
21-Sep	Last day for City to certify TABOR content, if applicable
31-Oct	City must be open to accept ballots if the city has a drop box
3-Nov	Election day - City office must be open 7am - 7pm to assist voters