

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**EL PASO COUNTY CLERK AND RECORDER**  
**AND**  
**TOWN OF PALMER LAKE**  
**Regarding the Conduct and Administration of the**  
**November 5, 2024**  
**GENERAL ELECTION**



**Prepared by:**

**Steve Schleiker**  
**El Paso County Clerk and Recorder**  
**1675 West Garden of the Gods Road**  
**Suite 2201**  
**Colorado Springs, CO 80907**  
**(719) 575-VOTE (8683)**

## **INTERGOVERNMENTAL AGREEMENT**

**THIS INTERGOVERNMENTAL AGREEMENT** ("Agreement") is made and entered into by and between the **EL PASO COUNTY BOARD OF COUNTY COMMISSIONERS** ("County"); **THE EL PASO COUNTY CLERK AND RECORDER** ("County Clerk") and TOWN OF PALMER LAKE ("Jurisdiction"), collectively referred to as the "Parties."

WITNESSETH

**WHEREAS**, pursuant to Colorado Revised Statutes (C.R.S. or the "Code") § 1-7-116(2), as amended, and the Rules of the Colorado Secretary of State (the "Rules"); the County Clerk and the Jurisdiction are required to enter into an agreement for the administration of their respective duties concerning the conduct of the November 5, 2024, General Election ("Election"); and

**WHEREAS**, the County Clerk and the Jurisdiction are authorized to conduct elections as required by law;

**WHEREAS**, the Colorado Constitution, Section 20 of Article X, requires the production of a mailed Ballot Issue Notice (also known as a "TABOR" notice) concerning certain ballot issues that will be submitted to the electors of the County and the Jurisdiction; and

**WHEREAS**, the Jurisdiction has certain candidates, ballot issues and/or ballot questions to present to its eligible electors and shall participate in this General Election.

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

1. This election shall be conducted as a General Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.). The election participants shall be required to execute agreements with El Paso County for this purpose and may include any jurisdiction type, eligible to conduct such an election within the El Paso County limits and the State of Colorado.
2. This election shall be conducted by El Paso County as a Mail Ballot Election.
3. FURTHER, the Parties agree as follows:

**ARTICLE ONE**  
**PURPOSE AND GENERAL MATTERS**

**1.0 DEFINITIONS:**

- A. **"Coordinated Election Official"**, (hereinafter **"CEO"**) shall mean the El Paso County Clerk and Recorder as referenced in C.R.S. § 1-7-116(1)(a). The CEO shall act within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.
- B. **"Colorado Election Code"** or **"Code"** shall mean any part of the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.), as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.
- C. **"Coordinated Election"** shall mean an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk and Recorder is the Coordinated Election Official for the jurisdictions.
- D. **"Designated Election Official"** (hereinafter **"DEO"**), shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the CEO or his designated contact person (defined below), and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder.
- E. **"IGA"** or **"Agreement"** shall mean Intergovernmental Agreement between the County and the Jurisdiction for election coordination.
- F. **"General Election"** means the election held on the Tuesday succeeding the first Monday of November in each even-numbered year.
- G. **"Jurisdiction"** shall mean those Jurisdictions or local governments participating in the General Election under the terms of this Agreement.
- H. **"Mail Ballot Packet"** shall mean the packet of information provided by the CEO to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, and a return envelope. C.R.S. § 1-7.5-103(5).
- I. **"SOS"** shall mean the State of Colorado Secretary of State.

J. **"SOS Election Calendar"** shall mean the most recent 2024 election calendar as published on the SOS website located at [www.sos.state.co.us](http://www.sos.state.co.us).

- 1.1 **GOAL:** The purpose of this Agreement is to set forth the tasks to be completed by the County Clerk and Recorder (CEO) and the Jurisdiction to conduct the election and to provide for the cost thereof.
- 1.2 **COORDINATED ELECTION OFFICIAL:** The County Clerk and Recorder shall act as the CEO in accordance with the Code and Rules and, as such, shall conduct the election for the Jurisdiction.
- 1.3 **CONTACT PERSON:** The CEO designates Angie Leath, or her designee, (Phone: 719-520-7325; email: [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com)) as the contact person to act as primary liaison between the CEO and the Jurisdiction. The contact person shall act under the authority of the CEO and shall have the primary responsibility for the coordination of the election with the Jurisdiction and completion of procedures assigned to the CEO herein. Nothing herein shall be deemed to relieve the CEO or the Jurisdiction from their official responsibilities for the conduct of the election.
- 1.4 **DESIGNATED ELECTION OFFICIAL:** The Jurisdiction shall appoint a Designated Election Official (DEO) to act as primary liaison between the Jurisdiction and the CEO. The Jurisdiction designates the below named person to act as the DEO for all matters under the Code and the Rules which require action by the DEO.

DEO name: Dawn A. Collins

Primary phone: 719-481-2953

Cell phone: 920-660-1158

Email: dawn@palmer-lake.org

From the date of execution of this Agreement through the official certification of the final election results including any recounts, the DEO shall be readily available and accessible during regular business hours, and at other times when notified in advance by the County's contact person, for the purpose of consultation and decision-making on behalf of the Jurisdiction. In addition, the DEO is responsible for receiving and timely responding to inquiries made by their voters or others interested in the Jurisdiction's election. The DEO is responsible for providing the CEO with emergency contact numbers to be reached before and after office hours and on Election Day from 7:00 a.m. until the counting of the ballots is completed. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct the same.

- 1.5 **APPLICABILITY:** This Agreement shall be construed to apply to that portion of the Jurisdiction within El Paso County, State of Colorado.
- 1.6 **TERM:** This Agreement shall start as of the date of the last party's execution of this Agreement and shall continue through the official certification of the November 5, 2024, General Election.
- 1.7 **LEGAL ADVICE:** The Jurisdiction understands that the CEO and his designees do not provide legal advice to the Jurisdiction. The CEO and his designees may provide information to the Jurisdiction concerning the CEO's understanding of applicable laws and rules, but it is the responsibility of the Jurisdiction to contact its own attorney for legal advice.
- 1.8 **RESPONSIBILITIES BEYOND THIS AGREEMENT:** The Jurisdiction understands that there may be additional obligations and responsibilities, legal, contractual, or otherwise, placed upon the Jurisdiction outside the terms of this IGA. The Jurisdiction further understands that it is the responsibility of the Jurisdiction to be aware of all obligations and responsibilities of the Jurisdiction.
- 1.9 **UPDATING OTHER COUNTIES:** For those Jurisdictions which extend beyond El Paso County, the Jurisdiction is responsible for keeping each county informed of any and all changes to its ballot language and Ballot Issue Notice language. It is also the Jurisdiction's responsibility to inform itself of all election procedures for each County.

## **ARTICLE TWO**

### **DUTIES OF THE COUNTY CLERK AND RECORDER (CEO)**

The CEO shall perform the following duties for the election for the Jurisdiction:

- 2.0 **VOTER REGISTRATION:** Supervise, administer, and provide the necessary facilities and forms for all regular voter registration sites and voter service and polling centers.
- 2.1 **BALLOT PREPARATION:** Upon certification from the DEO pursuant to Section 3.4, the CEO shall layout the text of the ballot in a format that complies with the Code and the Rules. CEO shall provide ballot printing layouts and text for proofreading and for signature approval of the Jurisdiction. CEO shall certify the ballot content to the printer.
- 2.2 **VOTER LISTS:** Upon request of the Jurisdiction, create a list of the registered voters containing the names and addresses of each elector registered to vote in the Jurisdiction. This will not be a certified list but may be used for checking signatures on candidate petitions. The

Jurisdiction shall pay the CEO for the cost of such list. The Jurisdiction may choose to receive the list on CD, via FTP site or as a printed copy. The fee for furnishing the list shall be as follows:

List on FTP site = \$25.00

List on CD = \$25.00 plus \$1.25 CD charge

List as a printed copy = \$25.00 and \$.05 per page

2.3 **ELECTION PLAN:** The CEO shall file the proposed election plan with the Secretary of State as required by C.R.S. § 1-7.5-105 (1).

2.4 **ELECTION JUDGES/BOARD OF CANVASSERS/STAFF:** The CEO shall appoint, receive appointments as required by law, compensate, instruct and oversee election judges, the Board of Canvassers, and any qualified number of additional election staff to adequately serve the number of electors registered to vote in the General Election.

2.5 **ELECTION SUPPLIES:** The CEO shall provide all necessary equipment, forms and personnel to conduct the election, including the County's electronic vote counting equipment.

2.6 **LOGIC AND ACCURACY:** The CEO shall conduct three tests on all electronic voting equipment in accordance with C.R.S. § 1-7-509(1)(b) and Rules promulgated by the Secretary of State, including a hardware test, public logic and accuracy test, and a Risk Limiting Audit. The CEO shall select a testing board comprised of at least two persons, who are registered electors.

The CEO shall conduct public testing of voting equipment prior to the commencement of voting. The public test shall be open to representatives of the political parties, the press and the public, pursuant to C.R.S. § 1-7-509(2)(b). The CEO shall select a testing board comprising of at least two persons who are registered electors. Notice of the fact that the public test will take place shall be posted in the designated public place for posting notices in the county for at least seven days before the public test.

2.7 **PREPARE AND MAIL BALLOT PACKETS:** The CEO shall prepare and mail all Mail Ballot Packets as required by C.R.S. § 1-7.5-107 and § 1-8.3-110.

2.8 **ELECTION DAY:** The CEO shall provide Election Day telephone and in person support from 7:00 a.m. to the conclusion of the unofficial count on election night.

2.9 **COUNTING OF BALLOTS:** The CEO shall conduct and oversee the process of counting the ballots and reporting the results by precinct.

Establish backup procedures and voting sites should the need arise. Provide personnel to participate in the ballot counting procedures as accomplished by any electronic vote tabulating equipment used in the election. Provide personnel and all other necessary services for any recount as provided by the Code.

- 2.10 **STORAGE:** The CEO shall store all voted ballots and all other election materials for a minimum of twenty-five (25) months, to be saved in such a manner that they may be accessed by the participating jurisdictions, if necessary, to resolve any challenge or other legal questions that might arise regarding the election.
- 2.11 **PUBLIC NOTICE:** The CEO shall provide notice by publication of a mail ballot election as required by C.R.S. § 1-5-205.
- 2.12 **BALLOT ISSUE NOTICE:** The CEO shall determine the "least cost" method for mailing the Ballot Issue Notice and combine the text of the Ballot Issue Notice produced by the Jurisdiction with those of other Jurisdictions to produce the Ballot Issue Notice. The CEO will determine the order of the ballot and the order of the Ballot Issue Notice in the order of final ballot certification on a first received basis.

The CEO shall print, address, and mail the notice to "All Registered Voters" at each address of one or more active registered elector of the Jurisdiction. Nothing herein shall preclude the CEO from sending the Ballot Issue Notice to persons other than electors of the Jurisdiction if such sending arises from the CEO's efforts to mail the Ballot Issue Notice at "least cost."

- 2.13 **COSTS:** The CEO shall keep a careful and accurate accounting of all chargeable items to the Jurisdiction. Costs shall include but are not limited to: software and equipment usage, election judges and other associated election personnel, ballots and related election forms, printing, election supplies, public notices paid for by the CEO, legal costs, postage, rental charges, related computer hardware and technical support, and any other fees reasonably related to conducting the 2024 General Election.

The CEO shall charge each Jurisdiction taking part in the election a proportional share of the actual costs of the election. This proportional share shall be based upon the number of active voters eligible to vote within each Jurisdiction involved in the election, the number of Jurisdictions participating, and may also include the number of ballot issues and/or items to be included on the ballot for each Jurisdiction.

Legal costs shall include but are not limited to any costs incurred by El Paso County to enforce a provision of this Agreement or to defend any

legal or administrative action brought by a candidate or Jurisdiction as it relates to this Agreement or the November 5, 2024, General Election.

El Paso County shall be the sole determiner as to whether legal counsel outside of the El Paso County Attorney's office is required or warranted to bring or defend legal or administrative action as referenced in this Agreement.

- 2.14 **Voting and Ballot drop-off:** The CEO shall establish, voter service and polling centers, and ballot drop-off locations as required by law.

### **ARTICLE THREE** **DUTIES OF THE JURISDICTION**

- 3.0 **AUTHORITY:** The DEO shall provide the CEO with a copy of the ordinance or resolution stating that the Jurisdiction will follow the election provisions of the Code and that the Jurisdiction will participate in the General Election in accordance with the terms and conditions of this Agreement, including the time guidelines schedule attached hereto as these relate to the November 5, 2024, General Election. The ordinance or resolution will also name and authorize the DEO of the Jurisdiction or other designated person to execute this Agreement.
- 3.1 **CALL AND NOTICE:** The CEO shall publish the Notice as required by C.R.S. § 1-5-205. If other notices required by C.R.S. § 1-7-908 or any other constitutional or statutory reference are required by the Jurisdiction, it shall be the DEO's responsibility to comply with those requirements.
- 3.2 **PETITIONS:** The DEO shall perform all responsibilities required to certify any candidate, including write-in candidates, and/or initiative petition(s) to the ballot. Petitions for nominations shall be made available through the office of the DEO for the Jurisdiction. Signatures on all petitions shall be verified by the Jurisdiction.
- 3.3 **CAMPAIGN FINANCE:** The DEO understands that all candidates running for office must become familiar with the requirements of Article XXVIII of the Colorado Constitution, and Title 1, Article 45, C.R.S.

**APPROPRIATE FILING OFFICE:** The DEO understands that candidates for any school board or any committees formed to support or oppose any school district or special district ballot issue or ballot question must file paperwork with the Secretary of State's office. The DEO understands that candidates for municipal elections or any issue committee formed to support or oppose any municipal ballot issue or question must file paperwork with the municipal clerk of the applicable municipality.

3.4 **BALLOT PREPARATION and CERTIFICATION:** The DEO shall certify the list of candidates, ballot issues and/or ballot questions and the titles and summaries of each ballot issue or question in the format as described in the attached "Format Information Page" to the CEO exactly as the list is to be printed on the ballot as soon as the information is available but **no later than 5:00 p.m. on September 6, 2024.**

Certification is required by two methods any time prior to the above deadline:

Electronically by email to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com), and

A printed hard copy delivered to the Main Clerk & Recorder's office no later than 5:00 p.m. on September 6, 2024.

The Jurisdiction is to provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot as required by SOS Rule 4.6.2.

The DEO shall email a recording of correct pronunciation to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com) or call the CEO at (719) 520-6760 and leave an audio recording of the candidate's name in the voice mail box.

The Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO after the above noted date may result in their candidates, issues or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. Jurisdiction shall be solely responsible for the content of any ballot issue and/or ballot question, including the title and summary of any ballot issue and/or ballot question. The CEO may provide proofreading assistance (i.e. technical, grammatical, or syntactic proofing) but under no circumstance shall the CEO be responsible for the content or how it is presented to its voters.

The Jurisdiction understands that it must wait and that it must instruct ballot issue committees and coordinating entities to wait before the numbering of a ballot issue and/or ballot question until the CEO has assigned a number to the respective ballot issue and/or ballot question.

With the passage of House Bill 21-1011, a sample ballot and an in-person ballot in Spanish must be available to voters in El Paso County. Jurisdictions must certify ballot content in both English and Spanish to the CEO by September 6, 2024. Please refer to C.R.S. §§ 1-5-901 through 907 for details on this requirement. The translation must be linguistically accurate, culturally appropriate, and technically consistent with the original documents.

3.5 **PROOFING:** The DEO shall proofread the layout and the text of the Jurisdiction's portion of the official ballots in both English and Spanish before authorizing in writing the printing of the ballots. Such authorization shall be made **WITHIN THREE (3) HOURS** of the CEO's email or fax transmission to the DEO. The expected date and time for this proofing will be between 8:00 a.m. and 5:00 p.m. on Thursday, 9/12/24 or Friday, 9/13/24. Should the DEO fail to contact the CEO within three (3) hours of the CEO's email or fax transmission, the CEO shall not be held responsible for any errors or omissions should they proceed with the printing of the ballots.

3.6 **SPECIAL DISTRICTS – PROPERTY OWNER VOTER LISTS:** Participating Jurisdictions that are required to permit taxpaying electors as defined by C.R.S. § 32-1-103(5) to vote in their elections, must provide a list of those eligible electors to the CEO. The list must include eligible electors which are included on the Assessor's property owner list and are not included on the registered voter list. The Jurisdiction is also responsible for verifying that each of the eligible electors on their prepared list is registered to vote in the State of Colorado. This process may be accomplished by requesting access to the Voter Lookup website available on the Colorado Secretary of State's web site: <https://www.sos.state.co.us/voter-classic/auth/login.xhtml>. DEOs must order from the assessor the list of all owners of taxable real and personal property situated within the district.

The CEO will mail ballots to each eligible elector residing outside of the district included on the property owner list provided by the DEO. Each eligible elector who resides outside the district but is registered to vote in the State of Colorado, will receive a ballot.

The list of eligible property owners must be submitted to the CEO no later than September 25, 2024, and must include the voter's full name, mailing address, property address within the district, and Colorado Voter ID number.

3.7 **BALLOT ISSUE NOTICE:** The Jurisdiction shall prepare, and be solely responsible for, the language for the Notice for each ballot issue relating to Section 20, Article X of the Colorado Constitution. The language shall consist only of a concise title in the format as described in the attached "Ballot Issue Notice Example Page", and pro and con summaries each of 500 words or less. The Ballot Issue Pro/Con comments shall be delivered to the Jurisdiction's DEO **by noon on September 20, 2024**. The Ballot Issue Notice including the summarized comments shall be delivered to the CEO **by 5:00 p.m. September 23, 2024**, for inclusion in the Notice.

For Special Districts submitting a ballot issue measure to the ballot, the CEO shall mail Ballot Issue Notices to each household with at least one active registered voter as well as each household included on the property owner list provided from section 3.6 of this IGA. The Notice may include only those ballot issues that electors receiving the Notice are eligible to vote on based upon their residential address.

- 3.8 **ELECTION DAY:** The Jurisdiction shall provide support on Election Day via the contact phone number provided in this agreement.
- 3.9 **RECOUNT:** The Jurisdiction shall be responsible for costs of a recount pursuant to C.R.S. § 1-10.5-101 and § 1-11-215 except for costs collected from an "interested party" pursuant to C.R.S. § 1-10.5-106 which shall be collected by the entity conducting the recount.
- 3.10 **PAYMENT OF COSTS:** The Jurisdiction shall reimburse the County for such costs allocated to the Jurisdiction within thirty (30) days of date of final billing.
- 3.11 **ESTIMATED COSTS:** The estimated cost for the Jurisdiction's portion of the election is approximately \$2805.19. It is understood and agreed that this is a cost estimate, and the actual cost may be higher or lower depending on questions presented to the Jurisdiction's electorate and the number of Jurisdictions that participate in the General Election. The Jurisdiction further agrees to pay a deposit of \$1402.6 which is 50% of the estimated cost to the CEO at the time the ballot certification is submitted to the CEO but no later than 5:00 p.m. Friday, September 6, 2024. The CEO will maintain the deposit in a separate account and will remit any funds not used for the election to the Jurisdiction.

#### **ARTICLE FOUR** CANCELLATION OF THE ELECTION

- 4.0 In the event that the Jurisdiction resolves not to hold the election, then the Jurisdiction shall comply with the provisions of C.R.S. § 1-5-208 and notice of such resolution shall be immediately provided to the CEO. The Jurisdiction shall within thirty (30) days promptly pay the CEO the Jurisdiction's proportional share of the activities of the CEO relating to the election incurred both before and after the receipt of such notice. The Jurisdiction shall provide notice by publication (as defined in the Code) of the cancellation of the election and a copy of the notice shall be posted in the office of the CEO, in the office of the DEO, at the primary location of the Jurisdiction, and, if the Jurisdiction is a special district, in the office of the Division of Local Government.

**ARTICLE FIVE**  
**LIABILITY**

5.0 The Jurisdiction agrees to indemnify, defend, and hold harmless the County to the extent permitted by law, from any and all loss, costs, demands or actions arising out of or related to any actions, errors or omissions of the Jurisdiction in completing its responsibilities relating to the November 5, 2024, General Election. Nothing in this provision shall be deemed to waive or otherwise limit the defense available to the Jurisdiction and the County under the Colorado Government Immunity Act. This Agreement shall not be construed to create any rights or benefits for any person who is not a party to this agreement.

**ARTICLE SIX**  
**MISCELLANEOUS**

6.0 **APPROPRIATION:** Both the County and the Jurisdiction intend and commit to use all good faith and due diligent efforts to honor their respective financial obligations as set forth in this Agreement.

6.1 **NOTICES:** Any and all notices required to be given by the Parties by this Agreement are deemed to have been received and to be effective: 1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) immediately upon hand delivery; or 3) immediately upon receipt of confirmation that a fax or email was received; to the address of the Parties as set forth below or to such Party or addresses as may be designated hereafter in writing:

To County Clerk:  
and Recorder's  
contact person

Angie Leath, Division Manager - Elections  
El Paso County Clerk and Recorder  
P.O. Box 2007  
Colorado Springs, Colorado 80901-2007  
FAX: 719-520-7327

With a copy to:

El Paso County Attorney  
200 South Cascade Avenue  
Suite 150  
Colorado Springs, Colorado 80903-2208

To Jurisdiction:

Town of Palmer Lake  
Attn: Dawn Collins  
Address: PO Box 208  
City, State, Zip Palmer Lake CO 80133



**ATTACHMENTS:**

1. Format Information Page
2. Ballot Issue Notice Example Page
3. Sample Candidate Ballot Layout
4. 2024 Election Calendar

IN WITNESS WHEREOF, the Parties have hereto signed this Agreement to be effective as described in Article One, section 1.7 of this agreement. Pursuant to Resolution No. 24-281, the El Paso County Clerk and Recorder (CEO) is authorized to execute this Agreement on behalf of the Board of County Commissioners, El Paso County, Colorado.

**County Signatures below**

\_\_\_\_\_  
El Paso County Clerk and Recorder

Date: \_\_\_\_\_

APPROVED AS TO FORM:

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

Date: \_\_\_\_\_

**Signatures from the Jurisdiction below**

\_\_\_\_\_  
Jurisdiction Name:

\_\_\_\_\_  
Signature of DEO

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Jurisdiction's Legal Counsel

Date: \_\_\_\_\_

\_\_\_\_\_  
DEO Signature

\_\_\_\_\_  
Attorney for the District Sign Here

## Certification Format Information Page

Ballot certification is required in two formats:

- Printed hard copy; and,
- Electronic copy. The electronic version must be provided using Microsoft Word. No PDF versions will be accepted.

The electronic copy must be emailed to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com). Both the printed hard copy and electronic copy must be received at the main Clerk & Recorder's Office location at 1675 Garden of the Gods Rd., Suite 2202, Colorado Springs, CO 80907, as soon as possible, but no later than 5:00 p.m. on September 6, 2024.

Important: Per Rule 4.5.5(f)(4) – Ballot questions and issues are numbered or lettered in the order in which the measures are certified to the ballot by the DEO. Submissions are considered certified once one of the two required submissions, either electronic or printed hard copy, have been received by the CEO.

**ELECTRONIC VERSION:** These requirements apply to the ballot content, as well as the Ballot Issue Notice information. Email using Microsoft Word is acceptable.

**SPACING:** All text must have single line spacing.

**TEXT:** For Ballot Issues, all ballot issue text must be typed in CAPITAL LETTERS.

Pro/Con statements must appear in upper and lower case.

Ballot Questions must be typed in upper and lower case.

**TABLES/COLUMNS:** Do not use columns or tables setting up files as these are difficult to reformat. Use TABS to put information in rows and/or columns.

**AUDIO RECORDING:** If the ballot certification includes candidates, the DEO shall email a recording of the correct pronunciation of each candidate's name to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com) or call (719) 520-6760 to leave an audio recording of each candidate's name in the voice mail box.

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.**

**Ballot Issue Notice  
Example Page**

**NOTE:** The information provided here is offered as a suggestion for the sake of uniformity and convenience to the voters based upon the Constitutional language of TABOR. Jurisdictions should consult with their legal counsel to determine if your data should be supplied as suggested.

[DISTRICT NAME]

Designated Election Official:

[Name of DEO]  
[Title]  
[Address]  
[City, State, Zip]  
[Phone number]

NOTICE OF ELECTION [TO INCREASE TAXES] [TO INCREASE DEBT] [ON A  
CITIZEN PETITION] [ON A REFERRED MEASURE]

[DISTRICT NAME]

EL PASO COUNTY, STATE OF COLORADO

Election Date: [Insert Election Date]  
Election Hours: [7:00 A.M. to 7:00 P.M.]

[Insert Question Number]

Ballot Title and Text:

[ALL TEXT IN UPPERCASE. This is the same language provided with original ballot certification.]

**Information:**

The below information is not required with your ballot certification on 9/6/24. It is required with your Ballot Issue Notice submission which is due on 9/23/24.

Fiscal Year Spending Information:

Year (Current fiscal year estimated)	[\$?,000,000]
Year (Actual)	[\$?,000,000]
Year (Actual)	[\$?,000,000]
Year (Actual)	[\$?,000,000]
Year (Actual)	[\$?,000,000]

Overall percentage change in fiscal year spending: [Insert % of overall change]  
Overall dollar amount change: [Insert \$ amount of change]

Estimated maximum dollar amount of tax increase for [insert year]: [amount of increase]

Estimated [insert year] fiscal year spending without tax increase: [amount of spending]

Information on Current Bonded Debt:

Principal amount: [\$?,000,000]  
Maximum annual repayment cost: [\$?,000,000]  
Total repayment cost: [\$?,000,000]

Information on Proposed Bonded Debt:

Principal amount: [\$?,000,000]  
Maximum annual repayment cost: [\$?,000,000]  
Total repayment cost: [\$?,000,000]

Summary of written comments for the proposal:

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

Summary of written comments against the proposal:

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

## Sample Candidate Ballot Layout

DISTRICT NAME  
Name of Office  
Length of Term  
(Vote for not more than?)

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

DISTRICT NAME  
Name of the Office  
Length of Term  
(Vote for not more than?)

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name