



AGENDA
for the Board of Trustees
of the Town of Palisade, Colorado
341 W 7th Street (Palisade Civic Center)

August 13, 2024

Work Session
6:00 pm

6:30 pm Regular Meeting

A live stream of the meeting may be viewed at:
<https://us06web.zoom.us/j/3320075780>

I. WORK SESSION 6:00 pm – 6:20 pm

No official action for the Town of Palisade will be conducted during this work session.

Discussion Topic(s):

1. Ballot Language for 2024 November Coordinated Election

II. REGULAR MEETING CALLED TO ORDER AT 6:30 pm

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. AGENDA ADOPTION

VI. ANNOUNCEMENTS

A. PUBLIC COMMENT REMINDER: All emails sent to the Town Clerk for public comment on a specific agenda item prior to the day packets are published will be included in the staff report. Emails received after the packets are posted will be forwarded to the Board of Trustees. Any member of the public who wishes to have a statement or email read into the Minutes is required to appear in person and make said statements to the Board directly.

B. GET INVOLVED WITH OUR COMMUNITY! UPCOMING PUBLIC MEETINGS (Palisade Civic Center 341 W 7th Street):

1. **Tourism Advisory Board** – Thursday, August 15, 2024, at 11:00 am
2. **Planning Commission** – Tuesday, August 20, 2024, at 6:00 pm
3. **Board of Trustees** – Tuesday, August 27, 2024, at 6:00 pm

C. PALISADE PEACH FESTIVAL August 16-17, 2024, at Riverbend Park. Visit palisadepeachfest.com for more information.

VII. PRESENTATIONS

A. 2023 Audit Presentation from Jim Hinkle of Hinkle & Company, PC

VIII. TOWN MANAGER REPORT**IX. CONSENT AGENDA**

The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or any Board Member may ask that an item be removed from the Consent Agenda for individual consideration.

A. Expenditures

- Approval of Bills from Various Town Funds – July 16, 2024 – August 7, 2024

B. Minutes

- Minutes from July 23, 2024, Regular Board of Trustees Meeting

X. PUBLIC HEARING I**A. ORDINANCE 2024-04 – Palisade Land Development Code Amendment to Building Height Maximums**

The Board of Trustees will consider Ordinance 2024-04 amending building height maximums in residential and non-residential zoning districts in the Palisade Land Development Code.

1. Staff Presentation
2. Public Comment
3. Board Discussion
4. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until August 27, 2024), Ordinance 2024-04 Amending the Land Development Code Regarding Reducing Maximum Building Heights and Density in Non-residential Districts and Reducing Maximum Building Heights in Residential Districts.

XI. NEW BUSINESS**A. ORDINANCE 2024-05 – Temporary Moratorium on the Establishment of Electric Scooter Rental Businesses**

The Board of Trustees will consider Ordinance 2024-05 placing a temporary moratorium on the establishment of electric scooter rental businesses in the Town of Palisade and declaring it an emergency.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until August 27, 2024), Ordinance 2024-05, placing a temporary moratorium on the establishment of electric scooter rental businesses in the Town of Palisade and declaring it an emergency.

B. Resolution 2024-18 – Appointing the Election Official for a November 2024 Coordinated Election

The Board of Trustees will consider Resolution 2024-18 appointing the Town Clerk as the Designated Election Official for the November 5, 2024, Coordinated Election.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until August 27, 2024) Resolution 2024-18 appointing the Town Clerk as the Designated Election Official for the November 5, 2024, Coordinated Election.

C. Resolution 2024-19 – Approving an Intergovernmental Agreement (IGA) With the Mesa County Clerk & Records Office for a November 2024 Coordinated Election

The Board of Trustees will consider entering into an IGA with the Mesa County Clerk & Records Office for a November 2024 Coordinated Election to ask the voters of the Town of Palisade for an increase in sales tax.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until August 27, 2024), Resolution 2024-19 entering into an IGA with the Mesa County Clerk & Records Office for a November 2024 Coordinated Election to ask the voters of the Town of Palisade for an increase in sales tax.

D. Award Contract for Fiber CNL Equipment

The Board of Trustees will consider directing the Town Manager to enter into contract to purchase Carrier Neutral Location (CNL) equipment.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until August 27, 2024), giving direction to the Town Manager to enter into contract for the purchase of CNL equipment for \$151,929.12 + shipping.

XII. PUBLIC COMMENT

***All those who wish to speak during public comment must sign up on the sheet provided outside the boardroom doors. Please keep comments to 3 MINUTES OR LESS and state your name and address.** Neither the Board of Trustees nor staff will respond to comments at this time. The Board may direct staff to look into specific comments to bring back as an Agenda item at a future meeting; however, the Board reserves the right to clarify information from comments that are factually incorrect.*

XIII. COMMITTEE REPORTS

XIV. ADJOURNMENT

TAP Grant Sidewalks – 80% Grant – 20% Town \$1 million

- Project changed with roundabout and multi-use paths with this project
- TAP grant sidewalks now from Cresthaven to High School
- 100% designed & CDOT approved
- Land acquisition has started – need 3 property purchases – estimate 6 months
- Land acquisition estimated cost: \$81,000 - CDOT grant covers, however, any cost over this amount Town covers, possible 20%
- Construction Fall 2024

Multi-Modal Sidewalk Grant Award for Elberta – 80% CDOT - 20% Town \$2 million

- Town awarded \$2 million in grant funds from CDOT for multi-modal path
- Town match 20% at \$200,000
- Includes 2 bridges over canal
- RFQ for Design Engineering submitted to CDOT for approval
- Advertise RFQ Design/Engineering - October – November 2023
- CDOT approvals of Design – June - August 2025
- Construction Fall - Winter 2025

Fiber 50% DOLA Grant - 50% Town \$450,000

- CNL room complete
- Middle Mile fiber complete
- Last mile fiber through town 80% complete
- Fiber to town facilities complete
- CDOT permit to connect to I-70 complete
- Estimate light up fiber November

Troyer Sewer Lift Station 50% DOLA 50% Town \$346,645

- Engineering Complete – Pump Purchased
- Construction September 2024

Hydraulic Model Study 50% DOLA grant 50% Total \$50,000

- Project started – gathering data
- Complete June 2024
- Presentation to Board July 2024

Land Use Code Update DOLA Grant 50% Town 50% \$50,000

- Scheduled to begin November 2023
- Completion 4th quarter 2024

SIPA – Website Grant for ADA Compliance free then \$938.00 per year

- Statewide Internet Portal Authority – Colorado law requiring websites be ADA compliant by July 2024
- Grant with State to bring Town website into compliance – free first year, then yearly fee to maintain ADA compliance work on website

Pipes & Lateral Irrigation Fund & Infrastructure Town owned

- GIS mapping of infrastructure – investigative field work
- Investigation field work for customer list
- After mapping and customer list created work on rate structure and fund

2024 Department Projects:

1. Boat Ramp

- Terrace the bank next to the Boat Ramp
- Improve path to swim beach area
- Need engineer design & NEPA study for permit
- Approval with Army Corp Permit

2. Wildland Fire Division

- Staff has been successfully hired
- Proposals to send to other fires for reimbursement and equipment rental

3. Cameo Annexation

- Mapping & Attorney working with property owners



PALISADE BOARD OF TRUSTEES Staff Report

Meeting Date: August 13, 2024
Department: Police Department
Department Director: Jesse James Stanford, Chief of Police

Stats for July 2024:

- The month of July had 407 Calls for service, 43 more than last month, and 52 more than last year. We have seen a significant increase in calls for service over the past years, this has been noticed and has increased the workload for officers within the department.

Reports and Summons:

Case Reports 20
Supplement Reports 15

Arrests
19 arrests

Traffic:

59 traffic citations were issued this month.

Training:

- One Officer attended a course on Child Abduction and Response.
- Two officers attended the De Angelis center active shooter training.

Investigations:

- PPD investigations has been working diligently on multiple cases including the recent Arson/Homicide case as well as many other cases.

Significant Events:

- The agency also continues to grow and build a better foundation for operations with the talented staff we have. We are building policies and procedures to better handle and accommodate the needs of the town and agency.
- The arson case will be at the fore front of all our citizens' minds for some time, rest assured with our team we have been and will continue to work through this case for the coming months.
- We were awarded about \$3,000.00 in POST In Service Grant funding to aid in in-service training within the PD, we were able to purchase ammunition, defensive tactics aid, and a Taser halt suit (a suit to make taser training more realistic).
- Palisade PD was awarded grant funding for BATTLE (Beat Auto Theft Through Law Enforcement) and HVE to assist in traffic and DUI enforcement.

Palisade Code Compliance Statistics Report: July 2024

Open Issues before July: 4

July Issues: 16

- PMC Sec. 6-1 Business license needed: 1
- PMC Sec. 7-92 Weeds: 2
- PMC Sec. 8-43(3), 8-46 Junked vehicle: 1
- PMC Sec. 11-4 Tree trimming: 2
- Code Compliance Referral No Issue: 2
- LDC Sec. 4-08 Planning clearance needed: 2
- LDC Sec. 10-7 Visibility triangle: 2
- LDC Sec. 10-4 Screening: 1
- LDC Sec. 10-10 Prohibited sign: 2
- Towed vehicles: 1

Total July Issues: 20

Closed issues in July: 10

Open issues at end of July: 10

Issues Year to Date: 103

Message from Chief Jesse James Stanford:

The police staff has been working on adding training equipment, additional grant funding for overtime programs which benefit the community with enforcement services focused on drunk driving, crimes against property/persons, fugitives of justice, drug interdiction, and other enforcement opportunities. I am very proud of the staff for remaining focused on the goals and services to the community. I am committed to working with the other law enforcement leaders in the valley (GJPD, FPD, MCSO, CSP, & Federal Partners) to assist with reducing criminal activity, bad driving behavior and many other criminal behaviors that effect quality of life in communities. It is an honor to serve our community and this great government staff.



PALISADE BOARD OF TRUSTEES

Meeting Date: August 13, 2024

Re: Consent Agenda

The Consent Agenda has been attached as a separate document for ease of reading.

Included in the consent agenda are:

A. Expenditures

- Approval of Bills from Various Town Funds – July 16, 2024 – August 7, 2024

B. Minutes

- Minutes from July 23, 2024, Regular Board of Trustees Meeting



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: August 13, 2024

Presented By: Devan Aziz, Community Development Director

Department: Community Development & Planning

Re: Ordinance Amending the Land Development Code Regarding Reducing Maximum Building Heights and Density in Nonresidential Districts and Reducing Maximum Building Heights in Residential Districts.

SUBJECT:

Ordinance No. 2024-04: Maximum Building Heights and Density in Nonresidential Districts and Reducing Maximum Building Heights in Residential Districts.

SUMMARY:

This ordinance amends the Town of Palisade's Land Development Code to reduce the maximum building heights in residential and nonresidential zoning districts. The changes aim to:

- **Promote a consistent building scale** across the Town, enhancing aesthetics.
- **Create a more human-scaled built environment**, improving the pedestrian experience, particularly in the Town Center District.
- **Improve compatibility** between development and surrounding neighborhoods.
- **Encourage street-level activity** in commercial areas.
- **Reduce the visual impact** of development on the landscape.

The ordinance reduces heights in the following districts:

- Agricultural & Forestry Transitional (AFT), Single Family Residential (SFR), Multifamily Residential (MFR), Mixed Use (MU), Town Center (TC), Commercial Business (CB), Light Industrial (LI), Hospitality Retail (HR), Community Public (CP)

New maximum heights are:

- Residential Districts AFT, SFR, MFR, MU: 28 feet (previously 35 feet)
- Nonresidential Districts TC, CB, LI, CP: 35 feet (previously varied heights)
- Hospitality Retail (HR): 45 feet (previously 50 feet)

The ordinance reduces density in the Hospitality Retail (HR) Zone:

- Dwelling Units Per Acre: 7 (previously 11)

The complete ordinance details the specific amendments to the Land Development Code.

BOARD DIRECTION:

Approve OR deny Ordinance 2024-04 amending the Palisade Land Development Code regarding reducing maximum building heights and density in nonresidential districts and reducing maximum building heights in residential districts.

TOWN OF PALISADE, COLORADO

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE TOWN OF PALISADE, COLORADO, AMENDING THE LAND DEVELOPMENT CODE REGARDING REDUCING MAXIMUM BUILDING HEIGHTS AND DENSITY IN NONRESIDENTIAL DISTRICTS AND REDUCING MAXIMUM BUILDING HEIGHTS IN RESIDENTIAL DISTRICTS.

WHEREAS, the Town of Palisade finalized an update to its Comprehensive Plan in 2022 that was adopted by the Palisade Planning Commission on February 7, 2023 and by the Board of Trustees on February 28, 2023; and

WHEREAS, pursuant to Section 31-23-305, C.R.S., the Board of Trustees may adopt, alter or amend zoning and regulations; and

WHEREAS, the Board of Trustees of the Town of Palisade desires to implement the goals and objectives outlined in the Town's Comprehensive Plan regarding building scale and visual character that will promote a more consistent building scale across various zoning districts within the Town and enhance the visual character of the Town by creating a more low-profile development pattern; and

WHEREAS, the current maximum density allowed in the Hospitality Retail District is not consistent with the district standards throughout the rest of the town and the Board of Trustees desires to ensure compatibility between new development and surrounding residential and rural areas; and

WHEREAS, the Town's Planning Commission has recommended to the Board of Trustees that the amendments to the Land Development Code contained in this Ordinance be adopted; and

WHEREAS, in accordance with Sections 3.02 and 4.01 of the Land Development Code, and Section 31-23-306, C.R.S., on August 6, 2024, a public hearing was held before the Planning Commission to consider a recommendation of an amendment of the Land Development Code to the Board of Trustees as set forth herein, following public notice as required by law; and

WHEREAS, in accordance with Sections 3.02 and 4.01 of the Land Development Code, and Section 31-23-304, C.R.S., on August 13, 2024, a public hearing was held before the Board of Trustees to consider the amendment of the Land Development Code as set forth herein, following public notice as required by law; and

WHEREAS, the Board of Trustees finds and determines that the amendments to the Land Development Code, as contained herein, are necessary and designed for the purpose of promoting the health, safety, convenience, order, prosperity and welfare of the present and future inhabitants of the Town of Palisade and are consistent with the Town's Comprehensive Plan and the Town's other goals, policies and plans.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE AS FOLLOWS:

Section 1.

The foregoing recitals are incorporated herein as if set forth in full.

Section 2.

The Board of Trustees finds that reducing the maximum building height in the Agricultural and Forestry Transitional District (AFT), Single Family Residential District (SFR), Multifamily Residential District (MFR), Mixed Use District (MU), Town Center District (TC), Commercial Business District (CB), Light Industrial District (LI), Community Public District (CP), and Hospitality Retail District (HR) will:

- Promote a more consistent building scale across all eight districts, enhancing the overall aesthetic for the Town.
- Create a more human-scaled built environment, particularly in the TC District, improving the pedestrian experience.
- Improve the visual compatibility of commercial and industrial development with nearby residential neighborhoods.
- Encourage a focus on street-level activity and interaction within the TC and CB Districts.
- Reduce the visual impact of development on the surrounding landscape.

In addition, the Board of Trustees finds that reducing the maximum density in the Hospitality Retail District will:

- Align the density of the HR District with the surrounding neighborhoods and zoning districts.
- Preserve the character and small town feel of Palisade.

Section 3.

Land Development Code Section 5.03 Residential Districts and Section 5.04 Nonresidential Districts, is hereby amended with new additions **underlined** and deletions in **~~strikethrough~~** as follows:

A. Amendment to Zoning (AFT District)

Section 5.03 Table 5.2, of the Land Development Code, concerning Residential Districts and the AFT District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~35~~ is deleted and replaced with **28**.

B. Amendment to Zoning (SFR District)

Section 5.03 Table 5.3, of the Land Development Code, concerning Residential Districts and the SFR District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~35~~ is deleted and replaced with 28.

C. Amendment to Zoning (MFR District)

Section 5.03 Table 5.4, of the Land Development Code, concerning Residential Districts and the MFR District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~35~~ is deleted and replaced with 28.

D. Amendment to Zoning (MU District)

Section 5.03 Table 5.6, of the Land Development Code, concerning Residential Districts and the MU District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~35~~ is deleted and replaced with 28.

E. Amendment to Zoning (TC District)

Section 5.04 Table 5.7, of the Land Development Code, concerning Nonresidential Districts and the TC District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~50~~ is deleted and replaced with 35.

F. Amendment to Zoning (CB District)

Section 5.04 Table 5.8, of the Land Development Code, concerning Nonresidential Districts and the CB District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~45~~ is deleted and replaced with 35.

G. Amendment to Zoning (LI District)

Section 5.04 Table 5.9, of the Land Development Code, concerning Nonresidential Districts and the LI District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet):** ~~45~~ is deleted and replaced with 35.

H. Amendment to Zoning (CP District)

Section 5.04 Table 5.11, of the Land Development Code, concerning Nonresidential Districts and the CP District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet): 50** is deleted and replaced with 35.

I. Amendment to Zoning (HR District)

Section 5.04 Table 5.10, of the Land Development Code, concerning Nonresidential Districts and the HR District standards, is amended as follows:

- **Building Requirements (Maximum)**
 - **Height (feet): 50** is deleted and replaced with 45.
- **Density (Maximum)**
 - **Dwelling Units (Per Acre): 11** is deleted and replaced with 7

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of the Trustees of the Town of Palisade, Colorado, held on August 13, 2024.

TOWN OF PALISADE, COLORADO

By: _____

Greg Mikolai, Mayor

ATTEST: _____

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: August 13, 2024

Presented By: Devan Aziz, Community Development Director

Department: Community Development & Planning

Re: An emergency ordinance of the Town of Palisade, Colorado, Establishing a Temporary Moratorium on the Establishment of Any Electric Scooter Rental Businesses in the Town

SUBJECT:

Ordinance No. 2024-05: A Temporary Moratorium on the Establishment of Any Electric Scooter Rental Businesses in the Town

SUMMARY:

This ordinance proposes to impose a temporary moratorium on the establishment of any electric scooter rental businesses within the Town of Palisade. The moratorium is necessary to allow staff time to draft and implement amendments to the Palisade Municipal Code and Land Development Code to properly regulate electric scooter rental businesses. The ordinance also declares an emergency due to the potential negative impacts of unregulated electric scooters on public safety and the Town's infrastructure.

BOARD DIRECTION:

Approve OR deny Ordinance 2024-05 establishing a temporary moratorium on the establishment of any electric scooter rental businesses in the Town, and declaring it an emergency.

**TOWN OF PALISADE, COLORADO
ORDINANCE NO. 2024-05**

**AN EMERGENCY ORDINANCE OF THE TOWN OF PALISADE,
COLORADO ESTABLISHING A TEMPORARY MORATORIUM ON THE
ESTABLISHMENT OF ANY ELECTRIC SCOOTER RENTAL
BUSINESSES IN THE TOWN; AND DECLARING AN EMERGENCY.**

WHEREAS, pursuant to Section 31-15-401 and 31-23-301, C.R.S., the Town of Palisade (the “Town” or “Palisade”) has broad authority to exercise its police powers to promote the health, safety and welfare of the community and its residents, and

WHEREAS, the Colorado legislature adopted HB19 1221 entitled "An Act Concerning the Regulation of Electric Scooters" that authorizes the operation of electric scooters on public streets; and

WHEREAS, the Town’s streets, particularly in the Town’s small business district, are overcrowded with motor vehicles much of the year, and the interaction between motor vehicles and electric scooters on the Town's streets would present a substantial risk of a collision between a motor vehicle and an electric scooter; and

WHEREAS, the operation of electric scooters on the Town's public streets would create an unsafe situation for both the operators of the electric scooters and the operators of motor vehicles and the sidewalks within the Town’s small business district are often used for outdoor seating, markets and pedestrians and the Town’s sidewalks are an unsafe place to leave an undocked electric scooter; and

WHEREAS, allowing for the operation of a commercial business that rents electric scooters would greatly increase the number of electric scooters that are present on the Town streets and parked undocked on sidewalks throughout the year, and thus substantially worsen the unsafe situation described in the above findings for vehicle and pedestrians

WHEREAS, Town staff has determined it necessary to amend the Palisade Municipal Code and the Town’s Land Development Code to provide for and properly regulate the operation of any commercial business that rents electric scooters in the Town; and

WHEREAS, to allow staff time to draft and implement these amendments, and in order to protect the public health, safety and general welfare of the inhabitants of the Town of Palisade, the Board of Trustees finds it is necessary to enact a temporary moratorium on the establishment of any electric scooter rental businesses in the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO:

Section 1. Temporary Moratorium. Upon the effective date of this Ordinance, the Town of Palisade hereby imposes a temporary moratorium on the establishment of any electric scooter

rental businesses in the Town. This temporary moratorium shall automatically terminate at midnight on **December 31, 2024**, unless terminated earlier by the Board of Trustees or extended in its duration by enactment of another Ordinance.

Section 2. Declaration of Emergency. In accordance with Section 31-16-105, C.R.S. and Section 1-55 of the Palisade Municipal Code, the Board of Trustees finds and determines that this Ordinance is immediately necessary for the preservation of the public peace, health, or safety because electric scooter rental businesses can drastically impact the Town without proper regulation. Therefore, pursuant to Section 31-16-105 C.R.S., and Section 1-55 of the Palisade Municipal Code, this Ordinance shall be in full force and effect immediately upon adoption of this Ordinance if approved by an affirmative vote of three-fourths (3/4) of the members of the Board of Trustees of the Town of Palisade. In the event this ordinance is approved, but not by an affirmative vote $\frac{3}{4}$ of the members of the Board of Trustees, this ordinance shall become effective 30 days following publication as required by law.

Section 3. Severability. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or application of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or applications of this Ordinance are not determined to be inoperable. The Board of Trustees declares that it would have adopted this Ordinance and each section, sentence, clause, phrase or portion thereof, despite the fact that any one or more section sentence, clause, phrase or portion would be declared invalid or unconstitutional.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED at a regular meeting of the Board of the Trustees of the Town of Palisade, Colorado, held on August 13, 2024.

TOWN OF PALISADE, COLORADO

By: _____
Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: August 13, 2024

Presented By: Keli Frasier, Town Clerk

Department: Clerk/Elections

Re: November 5, 2024 Coordinated Election

SUBJECT:

Resolution 2024-18: Appointing the Town Clerk as the Designated Election Official

SUMMARY:

In accordance with State of Colorado Election Statutes and the Internal Governmental Agreement (IGA) with the Mesa County Elections Department, the Town of Palisade is required to designate an election official for the November 5, 2024, coordinated election.

The Designated Election Official is required, but not limited to, the following duties to complete in order to comply with the IGA with Mesa County:

- providing ballot language and notices by specified deadlines
- publishing all required notices in the newspaper by specified deadlines
- being available from 7:00 am – 7:00 pm on Election Day

Calendar of Election Events:

- **September 06, 2024: Ballot Language must be submitted to Mesa County**
- **September 20, 2024:** Last day written comments on ballot issues may be submitted to the Election Official/Town Clerk in order to be included in the ballot issue notice
- **September 23, 2024:** Last day for Election Official/Town Clerk to deliver full TABOR notice language to Mesa County
- **October 04, 2024:** Last day for Mesa County to mail TABOR notice to every household with a registered elector of the Town of Palisade
- **October 11, 2024:** First day Mesa County may mail ballots to registered electors
- **October 16, 2024:** Last day for Town of Palisade to publish TABOR notice in GJ Sentinel
- **November 5, 2024: ELECTION DAY**

This Resolution does NOT impact the language for the ballot. This is a general housekeeping step to move forward with approving a question to be added to the November 2024 ballot.

BOARD DIRECTION:

Approve Resolution 2024-18 appointing the Town Clerk as the Designated Election Official with a motion, second, and rollcall vote.

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-18**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE,
COLORADO, DESIGNATING THE TOWN CLERK AS THE ELECTION OFFICIAL
FOR THE NOVEMBER 5, 2024 COORDINATED ELECTION WITH MESA COUNTY**

WHEREAS, the Board of Trustees of Palisade is desirous of engaging as many registered electors of the Town of Palisade as possible in the coordinated election of November 5, 2024; and,

WHEREAS, previous Elections conducted as coordinated ballot elections have resulted in higher voter participation by the registered electors; and,

WHEREAS, the Board of Trustees of the Town of Palisade believes a coordinated election will encourage voter participation; and

WHEREAS, Part 9, Article 10, Title 31 of the Colorado Revised Statutes sets forth the process and procedures for conducting municipal elections; and

WHEREAS, the Board of Trustees of the Town of Palisade seeks to appoint the Palisade Town Clerk as the Designated Election Official for the coordinated election, and to comply with all applicable election procedures, including, but not limited to compliance with the Colorado Municipal Election Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR
THE TOWN OF PALISADE, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings of the Town of Palisade.

Section 2. The Palisade Town Clerk is hereby authorized and directed, as the Designated Election Official for the coordinated election, to conduct such election scheduled for November 5, 2024, under the supervision of the Colorado Secretary of State, in coordination with Mesa County and subject to rules promulgated by the Colorado Secretary of State, pursuant to C.R.S. §31-10-101 et seq. (hereinafter "Colorado Municipal Election Code").

Section 3. The Palisade Town Clerk, as the Designated Election Official for the coordinated election, is further authorized and directed to take all actions necessary to conduct the coordinated election pursuant to Part 9, Article 10, Title 31, C.R.S.

Section 4. There shall be one (1) precinct for this mail ballot election. The mail ballot polling location for the said precinct shall be the Palisade Veterans Memorial Community Center, 120 W 8th Street, Palisade, Colorado 81526.

RESOLVED, APPROVED, and ADOPTED this 13th day of August 2024.

TOWN OF PALISADE, COLORADO

(Seal)

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: August 13, 2024
Presented By: Keli Frasier, Town Clerk
Department: Clerk/Elections
Re: Coordinated Election November 5, 2024

SUBJECT:

Resolution 2024-19 entering into an Intergovernmental Agreement with Mesa County Elections for a Coordinated Election on November 5, 2024

SUMMARY:

At the work session of the Board of Trustees on July 9, 2024, staff was directed to move forward with coordinating an election with the Mesa County Clerk and Recorder's Office to ask the voters of Palisade for an increase in sales tax from 2% to 4%.

This sales tax increase is proposed to be used for infrastructure improvements and emergency services. Specific ballot language will be presented to the Board of Trustees at the regular meeting scheduled for August 27, 2024.

Per Colorado Revised Statutes 1-7-116, a municipality may present a TABOR (Tax Payer Bill of Rights) question to the voters at regular Municipal Elections or in November. The Town of Palisade's regular municipal elections are held in April of even-numbered years, making the next regular election April 2026.

The regular municipal election in 2024 cost the Town \$10,634.05. The estimated cost of a coordinated November 2024 election is \$2,000.00 and will come from the current Election Budget.

This Resolution does NOT impact the language for the ballot. This agreement is one step to move forward with approving a question to be added to the November 2024 ballot.

BOARD DIRECTION:

Approve Resolution 2024-19 and direct the Mayor to enter into an IGA with Mesa County Elections for a coordinated election on November 5, 2024.

**TOWN OF PALISADE
RESOLUTION NUMBER 2024-19**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE MESA COUNTY CLERK AND RECORDER REGARDING THE NOVEMBER 5, 2024, MAIL BALLOT COORDINATED ELECTION.

WHEREAS, the Board of Trustees has agreed to coordinate with the Mesa County Clerk and Recorder to tabulate ballots for the Mail Ballot Election for the Town of Palisade on Tuesday, November 5, 2024; and

WHEREAS, the Board of Trustees has appointed the Town Clerk as its Designated Election Official and who will have primary responsibility for election procedures; and

WHEREAS, the Mesa County Clerk and Recorder has submitted to the Town an intergovernmental agreement, attached hereto, concerning the conduct on the November 5, 2024, coordinated election.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, that the Intergovernmental Agreement for the coordinated municipal election, November 5, 2024, between the Town of Palisade and the Mesa County Clerk and Recorder, is hereby approved, and the Mayor is authorized to sign on behalf of the Town.

RESOLVED, APPROVED, AND ADOPTED this 13th day of August 2024.

TOWN OF PALISADE

By: _____
Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



Intergovernmental Agreement
between
Mesa County Clerk and Recorder
and
Town of Palisade

Regarding the Conduct and Administration of the
November 5, 2024 General Election

200 S. Spruce Street | Grand Junction, CO 81501
voter.info@mesacounty.us | (970) 244-1662

THIS INTERGOVERNMENTAL AGREEMENT (the Agreement”) for elections administration service is entered between the Town of Palisade (“Palisade” or “political subdivision”) and the Mesa County Clerk and Recorder (the “Clerk”), collectively referred as the “Parties” effective on the date signed by both of the Parties.

RECITALS

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.) as amended, governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, pursuant to § 1-7-116, C.R.S., if more than one political subdivision holds an election on the same day in November and the eligible electors for each such election are the same or the boundaries overlap, the county clerk and recorder is the coordinated election official and, pursuant to § 1-5-401, C.R.S., shall conduct the elections on behalf of all political subdivisions whose elections are part of the coordinated election utilizing the mail ballot procedures set forth in Article 7.5 of Title 1, C.R.S.; and

WHEREAS, the County and Political subdivision have determined that § 1-7-116, C.R.S., applies and it is in the best interest of the taxpayers and the electors to enter into this Agreement to conduct a Coordinated Election on November 5, 2024; and

WHEREAS, such agreements are authorized by State law; and

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

SECTION I.

PURPOSE AND GENERAL MATTERS

1.01 DEFINITIONS.

A. "Address Library Report" means the address report from the Secretary of State voter registration system that defines street addresses and precincts within the political subdivision.

B. "Coordinated Election Official" (hereinafter "CEO") shall mean the County Clerk and Recorder who shall act as the "coordinated election official," as defined within the Code and Rules and, as such, shall conduct the election for the Political subdivision for all matters in the Code and the Rules which require action by the CEO.

C. "Colorado Election Code" or "Code" means any part of the Uniform Election Code of 1992, (Articles 1- 13 of Title 1, C.R.S.) or any other Title of C.R.S governing participating Political subdivision's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.

D. "Coordinated Election" means an election where more than one political subdivision 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 is the Coordinated Election Official for the political subdivisions.

E. "Contact Officer" means the individual who shall act as the primary liaison or contact between the Political subdivision and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Political subdivision and the procedures to be completed by the County Clerk hereunder.

F. "Designated Election Official" (hereinafter "DEO") means the individual who shall be identified by the Political subdivision to act as the primary liaison between the Political subdivision and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Political subdivision hereunder. To the extent that the Code requires that an Election Official of the Political subdivision conduct a task, the DEO shall conduct same.

G. "IGA" or "Agreement" means this Intergovernmental Agreement between the County and the Political subdivision for election coordination.

I. "Logic and Accuracy Test" means a test of all electronic and electromagnetic voting equipment to test mail, provisional and audio ballots, in accordance with § 1-7-509, C.R.S. by processing a pre-audited group of ballots.

J. "Mail Ballot Packet" means 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. § 1-7.5-103(5), C.R.S.

K. "Risk Limiting Audit" means such audit as set forth substantially in the Colorado Election Code.

L. "Political subdivision" means a governing subdivision of the state, including counties, municipalities, school districts, and special districts.

M. "Precinct" means an area with established boundaries within a political subdivision used to establish election districts.

N. "Proposed Political subdivision" means a political subdivision which may be formed pursuant to this election which is not yet identified by a tax authority code in the County Assessor database. When the context of this Agreement so requires, a Proposed Political subdivision will simply be referred to as a Political subdivision.

O. "SCORE" means Statewide Colorado Registration and Election database

P. "SOS" means the Colorado Secretary of State.

Q. "SOS Election Calendar" means the most recent election calendar as published on the SOS website located at www.coloradosos.gov and attached hereto as Attachment C and incorporated herein by this reference.

R. "TABOR" means a ballot issue that is governed by article X, § 20 of the Colorado Constitution.

S. "UOCAVA voters" means military personnel and overseas civilians who are registered to vote and receive services under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 and the Military and Overseas Voter Empowerment Act of 2009.

1.02 POLITICAL SUBDIVISIONAL LIMITATION.

A. The Political subdivision encompasses territory within Mesa County. This Agreement shall be construed to apply only to that portion of the Political subdivision within Mesa County.

1.03 GOAL.

A. The purpose of this Agreement is to set forth the tasks to be completed by the County Clerk and Recorder (CEO) and the political subdivision to conduct the election and to provide for the cost thereof.

SECTION II.

COUNTY/POLITICAL SUBDIVISION RESPONSIBILITIES

2.01 DESIGNATED OFFICIALS.

- A. The Mesa County Clerk and Recorder shall be designated as the Coordinated Election Official (hereinafter "CEO") and the Political subdivision will identify its Designated Election Official (hereafter "DEO").

2.02 JOINT RESPONSIBILITIES.

- A. Nothing herein shall be deemed or construed to relieve the County or the Political subdivision from their official responsibilities for the conduct of the election as generally set forth in the Colorado Election Code.
- B. All parties shall:
 - i. Familiarize themselves and adhere to all applicable provisions and timelines of the Colorado Election Code while performing their official responsibilities for the conduct of the election, unless superseded by other legal authority.
 - ii. Enforce all applicable provisions of § 1-45-101, C.R.S., *et seq.*, the Fair Campaign Practices Act.
 - iii. Review and execute this IGA with all required signatures on or before the deadline set forth in § 1-7-116(2), C.R.S.
 - iv. Confirm they have sufficient funds available and appropriated in an approved budget to pay their expenses for this election.

2.03 CLERK RESPONSIBILITIES.

The Clerk shall perform the following duties:

- A. Designate a Contact Officer to provide assistance and information to the DEO of the Political subdivision on matters relating to the conduct of this election. Such information shall not include legal advice.
- B. Maintain voter records and an address library for Mesa County voters within the Colorado voter registration database known as SCORE. Comply with Colorado Secretary of State and Mesa County cyber- security recommendations to protect confidential voter information.
- C. Send a certified list of registered voters to the Political subdivision via secure email transfer. The fee for furnishing the list shall be as follows:
 - a. Email List = \$25.00
- D. In order to identify which addresses are eligible to receive and vote on the Political subdivision's ballot question, the Clerk shall perform the following duties for the address library:

- a. Use the Colorado SCORE voter registration database to produce an Address Library Report that indicates residential homes included within the boundaries of the Political subdivision.
 - b. Provide the Political subdivision with the Address Library Report in an electronic format, along with an Acknowledgement Form that the Political subdivision should use to confirm the accuracy of the ranges or note any errors, omissions, and/or corrections.
 - c. Verify any errors, omissions, and/or corrections identified by the Political subdivision against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Political subdivision.
- E. Prepare and deliver a proposed mail ballot plan and election contingency plan to the Secretary of State no later than 90 days prior to the Election.
- F. Receive certified ballot content from the Political subdivision in Microsoft Word. Layout the text of the official ballot using the certified content without any modifications or formatting changes. Provide an electronic proof of the ballot to the Political subdivision's DEO via email for written approval prior to final production. Post a sample ballot to vote.mesacounty.us
- G. Determine the number and letter of each ballot issue and question for the Political subdivision and any other coordinating political subdivisions participating in the election, in accordance with SOS Rule 4.5.2:
- a. If the Political subdivision is entirely contained within Mesa County, the Clerk has authority to set the ballot measure order and number.
 - b. If the Political subdivision includes territory in more than one county, the Clerk will coordinate with the other applicable counties for purpose of determining the controlling county and agreeing upon ballot measure numbers for shared issues and questions.
- H. Conduct a Logic and Accuracy Test in accordance with § 1-7-509, C.R.S. Invite the Political subdivision to participate along with the Testing Board to verify the accuracy of electronic vote tabulation equipment. Post a public notice of the Test seven (7) days in advance.
- I. Provide a candidate hotline at (970) 255-5059, which every candidate running for office in the Political subdivision (if applicable) shall call to provide the phonetic pronunciation of their name as it appears on their Statement of Intent, title of the office, and Political subdivision for which they are running.
- J. Prepare an accessible audio ballot for the electronic ballot marking devices to be made available to voters upon request at any Voter Service and Polling Center.
- K. Contract with a vendor acceptable to the SOS to print and send Mail Ballot Packets to every active registered voter and transmit ballots electronically to every active registered UOCAVA voter.
- L. Publish and post the required legal notice of election pursuant to § 1-5-205(1), C.R.S., for the Political subdivision's ballot issues, ballot questions, and/or candidates.

- M. If the Political subdivision's election includes a TABOR issue, the Clerk shall perform the following duties relative to the TABOR Notice:
- a. Prepare the TABOR Notice using the certified content provided by the Political subdivision, without revision.
 - b. Contract with a printing vendor to produce and mail one copy of the TABOR notice to every household where an active registered voter of the Political subdivision resides at the least cost possible in the time frame as required by law. If the Political subdivision is a special district, the TABOR notice also will be mailed to every eligible property owner who is not already a registered voter in Mesa County. The Clerk may send the TABOR Notice to persons other than electors of the Political subdivision in an effort to mail the TABOR Notice package at the "least cost."
 - c. Post the TABOR Notice on vote.mesacounty.us
 - d. Keep a careful and accurate accounting of time, supplies, printing costs and salaries attributable to the Clerk's TABOR Notice services for the Political subdivision. The Political subdivision's proportional share of actual costs shall be based on the Clerk's total expenditures relative to the TABOR Notice.
- N. Hire, instruct and oversee election judges and temporary workers necessary for the conduct of the election.
- O. Establish and maintain mail ballot drop box locations, and designate and operate Voter Service and Polling Centers as required by the Code.
- P. Provide trained personnel to pick up sealed ballot containers containing voted ballots from every drop box location and Voter Service and Polling Center each business day. Provide a replacement sealed empty ballot container(s), except if the location is a stand-alone 24-hour drop box.
- Q. Provide the necessary equipment, the adequately trained personnel, and the secure facility, and conduct and oversee the process to receive, verify voter signatures, open, tabulate and store ballots.
- R. Maintain a record of every eligible voter's registration and every ballot sent, received, voided and cast using the Colorado SCORE voter registration and election management system.
- S. Send letters to voters whose mail ballots are missing a signature, missing identification or have a signature discrepancy, and provide instructions and an affidavit to cure this issue within eight (8) days of Election Day for the ballot to be counted. Conduct the process to receive and verify voter affidavits and where appropriate, cure and count these ballots.
- T. Maintain the following reports for all Mesa County eligible voters, and publish a public version (excluding confidential voters) on vote.mesacounty.us
- a. A turnout list, including the names of eligible electors, precinct number, date mail ballot was sent, and date ballot was issued at a Voter Service and Polling Center.

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 Clerk's contact person, for consultation and decision-making on behalf of the Political subdivision. In addition, the DEO is responsible for receiving and timely responding to inquiries made by the Political subdivision's voters or others interested in the Political subdivision's election. The DEO is responsible for providing the CEO with emergency contact numbers to be reached before and after normal 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 Political subdivision conduct a task, the DEO shall conduct the same.

- B. Notify the County prior to executing this Agreement if the Political subdivision's boundaries include property in any other county.
- C. Review the Address Library Report provided by the Clerk, which determines which residential addresses are within the political subdivision. View the street ranges in a map format at: <https://emap.mesacounty.us/viewer>. Confirm the street ranges are correct and identify any errors, omissions or deletions if necessary. Provide the Clerk with certification of any annexations, inclusions, and/or exclusions to the Political subdivision, including all supporting documents. Return via email a signed copy of the provided Acknowledgement Form to the Clerk, including any corrections if necessary, by the date set forth in Attachment B.
 - a. If the Political subdivision is a Proposed Political subdivision not already identified by a tax authority code in the County Assessor's records, the Political subdivision shall provide the Clerk with a certified legal description, map, and a list of street ranges for all streets within the Proposed Political subdivision on or before eighty (80) days prior to Election Day. If residential addresses are not available, provide a list of the land parcel numbers that are within the boundaries of the Proposed Political subdivision.
- D. For elections where, owning property in the Political subdivision is a requirement for voting in the election, the Political subdivision must perform the following tasks relating to the property owners list:
 - a. Coordinate directly with the Mesa County Assessor's Office to order and pay for an initial and a supplemental certified list of all recorded owners of taxable real and personal property within the Political subdivision's boundaries in Mesa County, in accordance with § 1-5-304, C.R.S., and by the deadlines in Attachment B.
 - b. To receive access to the DEO SCORE Lookup, contact Colorado Secretary of State's Office at <https://www.coloradosos.gov/voter/auth/login.xhtml>. Click on request voter lookup access.
 - c. Using the list from the Assessor's Office:
 - i. Remove from the list non-person entities and persons not living in the state of Colorado.

- ii. Look up the remaining names using the Secretary of State SCORE look-up tool to determine if each person is a registered voter. Remove from the list those individuals who are not registered to vote.
 - iii. Remove from the list persons who reside in the Political subdivision, as they will already receive a mail ballot.
 - iv. Deliver to the Clerk via email an initial and a supplemental list of property owners who are property owners in the Political subdivision, registered to vote in the state of Colorado, and not physically residing in the Political subdivision. Each list should be delivered by the deadline indicated in Attachment B. The list should be a Microsoft Excel spreadsheet and must contain no more than one (1) eligible elector's name per line. Each line must consist of the following separated fields: eligible elector's voter identification number, last name, first name, middle name, mailing address, city, state, zip, parcel number, and phone number, if available.
 - v. The CEO will mail affidavits 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, must complete, sign and return the affidavit to the County Clerk. Upon receipt and verification of the completed affidavits, the CEO will mail each eligible elector a mail ballot packet. Those electors who reside within the district will not be required to complete the affidavit.
- E. Directly manage the responsibilities defined in § 1-4-901 to 912, C.R.S., for all candidate petitions for all local election races held by the Political subdivision, including but not limited to: reviewing the petition format, receiving petitions that are filed, verifying voter validity, determining sufficiency, notifying candidates of sufficiency, responding to protest filings, and cures if applicable.
- F. Determine the title and text of the Political subdivision's ballot races, measures and/or issues using plain, non-technical language, worded with simplicity and clarity, in accordance with § 1-40-105(1), C.R.S. Determine the order of candidates in each race by lot drawing, or if applicable, city/town charter.
- G. Defer to the Clerk to determine the number and letter of each ballot issue and question, as outlined in Section 2.03. Abstain from communicating or publicizing a ballot issue or question in conjunction with a letter or number before it has been officially determined by the Clerk.
- H. Submit the Political subdivision's certified ballot content, verbatim, as it should appear on the ballot for the Political subdivision's races, questions and issues to the Clerk. Submit the ballot content via email to Stephanie Wenholz at stephanie.wenholz@mesacounty.us on or before the deadline as set forth within Attachment B. Format the ballot content in a Microsoft Word document in plain text; do not include bold, italic, underline, bullets, tables, strikethrough or indentation. Titles should indicate whether the question is a referred measure or an initiative from a citizen petition. TABOR issues must be in all caps. All other measures and races must be

mixed case. (Ballot content submitted to the Clerk after the deadline will not appear on the ballot.) Example provided as attachment D.

- I. **Within two hours** of receipt from the Clerk, proofread the layout and the text of the Political subdivision's portion of the official ballots and provide written notice of acceptance to the Clerk via email to the Clerk's Elections Manager, Stephanie Wenzholz at stephanie.wenzholz@mesacounty.us, or such alternate email address as the Clerk may designate.
- J. If the Political subdivision's election includes a race, contact all candidates on the ballot and ask them to call the Clerk's candidate hotline at (970) 255-5059 by the deadline indicated in Attachment B and record a voicemail with the phonetic pronunciation of their name, the title of the race and political subdivision for which they are running.
- K. If the Political subdivision's election includes a TABOR issue, the Political subdivision shall perform the following duties relative to the TABOR Notice:
 - a. Receive petition representative's written summary of comments relating to ballot issues/ballot questions. Receive and compile community members' written summary of pro/con statements relating to ballot issues/ballot questions.
 - b. Prepare a financial summary for each ballot question or issue.
 - c. Prepare a Microsoft Word document using the template provided by the Clerk for the TABOR Notice with the final and exact text of its certified ballot language, pro/con statements and financial summary for each ballot question or issue governed by TABOR by the deadline in Attachment B.
 - d. Defend and resolve, at the Political subdivision's sole expense, all challenges related to the candidates, ballot issues and/or ballot questions, or to the TABOR Notice if applicable, as certified to the Clerk.
- L. Publish and post any required legal notices for the Political subdivision's candidates, ballot issues and/or ballot questions, other than the notice published by the Clerk in conformance with § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the Clerk for its records.
- M. Respond to all correspondence and calls for any matters pertaining to the Political subdivision's race, question or measures or operations. Refer members of the public and news media to the Clerk for any matters outside of the DEO's expertise relating to election procedures.
- N. Notify the CEO by the statutory deadline whether a recount is required or desired. The Political subdivision shall reimburse the Clerk for the full cost of the recount. If other Political subdivisions are included in the recount, the cost of the recount will be prorated among the participating political subdivisions as per § 1-10.5- 101, C.R.S.
- O. Remit to the Clerk the total payment for the Political subdivision's prorated share of costs for the printing and mailing of ballots, TABOR Notice (if required), any additional or unique election costs resulting from Political subdivision delays and/or special preparations or cancellations, and all other election expenses within sixty (60) days from the date of receipt of an invoice from the Clerk.

SECTION III.

CANCELLATION OF ELECTIONS

3.01 CANCELLATION OF ELECTION BY THE POLITICAL SUBDIVISION.

In the event that the Political subdivision resolves not to hold the election, notice of such resolution shall be provided to the CEO immediately. The Political subdivision shall be liable for the full actual costs of the activities of the Clerk relating to the election incurred before receipt of such notice and activities of the Clerk relating to cancelling the election after the receipt of such notice. The Political subdivision shall provide and post notice by publication as defined in the Code. In the event that the Political subdivision resolves not to hold the election after the last day for the DEO to certify the ballot order and content to the CEO (see Attachment B), the text provided by the Political subdivision cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice).

SECTION IV.

MISCELLANEOUS

4.01 NOTICES.

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

To County:

Stephanie Wenholz, Elections Manager
Mesa County Clerk and Recorder's Office - Elections Division
200 S Spruce Street
Grand Junction, CO 81502
Phone: (970) 244-1661
Cell: (970) 216-1434
Fax: (970) 255-5039
Email: Stephanie.Wenholz@mesacounty.us

To Political subdivision:

Keli Frasier, Town Clerk
Town of Palisade
175 E 3rd St., PO Box 128
Palisade, CO 81526
Phone: (970) 464-5602
Email: kfrasier@townofpalisade.org

4.02 TERM OF AGREEMENT.

The term of this Agreement shall commence on the Effective Date and continue until all statutory requirements concerning the conduct of the election and the creation, printing, and distribution of the TABOR Notice, if needed, are fulfilled.

4.03 ALLOCATION OF COSTS OF ELECTION

The Political subdivision shall reimburse the Clerk for all cost incurred for the 2024 General Election. Such reimbursement shall be made within 30 days of receipt of billing from the Clerk.

4.04 AMENDMENT.

This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.

4.05 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole and entire agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation or other written document made by another Party or employee, agent or officer of that Party.

4.06 CONFLICT OF LAW.

In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law, and the non-conflicting portions shall be enforced as written to the extent possible.

4.07 TIME OF ESSENCE.

Time is of the essence for this Agreement. The time requirements of the Code shall apply to completion of the tasks required by this Agreement. Failure to comply with the terms of this Agreement and/or the deadlines in Attachment B or the Code may result in consequences up to and including termination of this Agreement.

4.08 GOOD FAITH.

The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or general action.

4.09 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

The Parties understand and agree that the Clerk, its commissioners, officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities, protections or defenses provided by the Colorado Governmental Immunity Act (the "CGIA"), §§ 24-10-101 to 120, C.R.S., or otherwise available to the Clerk or the Political subdivision. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Political subdivision and the Clerk agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.10 NO THIRD PARTY BENEFICIARIES.

The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the Clerk and the Political subdivision, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

4.11 GOVERNING LAW: POLITICAL SUBDIVISION AND VENUE.

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue for any and all legal actions arising under this IGA shall lie in Colorado's 21st Judicial District Court, Mesa County, Colorado.

4.12 SEVERABILITY.

Should any provision of this Agreement be determined by a court of competent political subdivision to be unconstitutional or otherwise null and void, it is the intent of the parties hereto that the remaining provisions of this Agreement shall be of full force and effect to the extent possible.

4.13 ATTACHMENTS.

The following attachments are incorporated herein by this reference.

Attachment A - 2024 Cost Estimate

Attachment B - Key Dates for Coordinating Political subdivisions (subject to updates)

Attachment C – State Elections Calendar

Attachment D – Certified Format Information Page

NOTICES

All notices, request, demands, consents, and other communication pertaining to this agreement shall be transmitted in writing and shall be deemed duly made when received by the parties at their addresses below or any subsequent addresses provided to the other party in writing:

Notice to the Political subdivision:

Keli Frasier, Town Clerk
Town of Palisade
175 E 3rd St., PO Box 128
Palisade, CO 81526

Notice to the Clerk:

Bobbie Gross, Clerk and Recorder
Mesa County Clerk and Recorder
200 S Spruce St.
Grand Junction, CO 81501

In witness whereof, the Town of Palisade and the Mesa County Clerk and Recorder have caused this Agreement to be executed in duplicate originals on the day and year first set forth above.

Mesa County Clerk and Recorder

By: Bobbie Gross, Clerk and Recorder

Date: _____

Town of Palisade

By: Greg Mikolai, Mayor for the Town of Palisade

Date: _____

2024 GENERAL ELECTION

Participating Entities	Total Voters Served	% of Total Voters	Participating Entities	% of Total Cost
			Election Cost	\$ 300,000.00
State	126,124		State Reimbursement	\$ 135,000.00
			<i>*District Minimum \$2000.00</i>	\$ 4,000.00
			<i>Adjusted Election Cost</i>	\$ 161,000.00
Mesa County	126,124	50.56%		\$ 81,409.14
Mesa County Valley School Dist 51	123,307	49.44%		\$ 79,590.86
		0.00%		\$ -
		0.00%		\$ -
		0.00%		\$ -
		0.00%		\$ -
		0.00%		\$ -
Town of De Beque	384			\$ 2,000.00
Town of Palisade	2,184			\$ 2,000.00

Expected Timeline:

<u>Date</u>	<u>Action</u>	<u>Statute/ Rule</u>
7/26/2024	Political subdivision has taken formal action to participate in the Coordinated Election, it must notify the county clerk in writing	1-7-116(5) 1-1-106(5)
7/26/2024	Intergovernmental Agreement provided to political subdivisions	
8/9/2024	Address library sent to political subdivisions for review	
8/27/2024	Last day for the county clerk and coordinating political subdivision to sign intergovernmental agreements for the Coordinated Election	1-7-116(2)
9/6/2024	Last day for designated official from each political subdivision that intends to conduct an election to certify the ballot content and to deliver to the Clerk.	1-5-203(3)(a)
9/6 to 9/13/24	Ballot proofing (jurisdiction contact must be available)	
9/20/2024	Last day to file written comments pertaining to local ballot issues with the designated election official in order to be included in the ballot issue notice	Article X, Sect. 20 (3)(b)(v) 1-7-901(4)
9/21/2024	Deadline to send out ballots to UOCAVA voters	1-8.3-110(1) Rule 16
9/23/2024	Last day for the designated election official to deliver ballot issue notices to the County Clerk	1-7-904
10/15/2024	Last day to complete Logic and Accuracy testing	Rule 11.3.2(a)
10/4/2024	Last day to mail notice of election for ballot issues	Art. X Sect. 20(3)(b) 1-1-106(5)
10/11/2024	First day ballots are mailed to voters	1-7.5-107(3)(a)(I) Rule 7.2.3
10/21/2024	First day to begin counting ballots	1-7.5-107.5
10/21/2024	Minimum number of Voter Service Polling Centers open	1-7.5-107 (4.5)(a)(III), (c) Rule 7.9.1
11/5/2024	Election Day	20(3)(a) 1- 1-104(6.5) 1-7- 101 1-41- 102(1)
11/7/2024	Last day to send missing signature, signature verification, and missing ID letters (Cure Letters)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.3-105(3)(a) Rule 7.5,
11/13/2024	Last day for ballots cast by UOCAVA voters to be received	1-8.3-105(5) 1- 8.3.113 Rule 16.2.1
11/13/2024	Last day to cure missing signature or signature discrepancy	1-7.5-107 (3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 and 7.7.5
11/14/2024	County must finish tabulating	1-8.5-105(5)
11/27/2024	Last day to canvass	1-10-102(1) 1-10-103(1)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

January, 2024

2-January (Tuesday)	Last day for state central committees to notify the secretary of state and the clerk and recorder of each county of the date decided upon to hold its precinct caucus. (Precinct caucuses must be held on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March)	1-3-102(1)(a)(I)
	Last day to affiliate with a major or minor party in order to run as a party candidate in the June primary (either through nomination or petition) (No later than first business day in January)	1-4-601(4)(a) 1-4-801(3) 1-4-1304(2)(b) 1-4-802(1)(g)(II)
	Last day to register as unaffiliated, in order to be placed in nomination (by petition) as an unaffiliated candidate. (No later than first business day in January)	1-4-802(1)(g)(II)
5-January (Friday)	Last day for designated election officials to submit security and contingency plans to the Secretary of State for the March 5th Presidential Primary Election . (No later than 60 days before an election)	1-5-616(5)(b) Rule 20.1
	Last day for Secretary of State to certify the names and party affiliations of the candidates to be placed on the March 5th Presidential Primary Election ballot. (No later than 60 days before the presidential primary election)	1-4-1204(1)
	Last day for the Secretary of State to deliver the March 5th Presidential Primary Election ballot order and content to county clerks. (No later than 60 days before the Primary Election)	1-5-203(1)(a)
	The Secretary of State may cancel the March 5th Presidential Primary Election for any major party if there are no contested races. (By the close of business on the 60th day before the Primary Election)	1-4-1203(5)
	Last day for the county clerk to send correspondence (by email or mail) to each UOCAVA elector. This correspondence must include information regarding the upcoming elections. (No later than 60 days before the first primary election in an even numbered year)	Rule 16.1.6
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge for the March 5th Presidential Primary Election . (No later than 60 days before primary election)	1-6-103.7
	Last day a county chairperson of a minor political party may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges for the March 5th Presidential Primary Election . (No later than 60 days before primary election)	1-6-103.5
	First day that a county clerk or designated election official may hold election judge training for the March 5th Presidential Primary Election . (Not more than 60 days before the Primary Election)	1-6-101(5)
12-January (Friday)	Last day to submit a petition to qualify as a minor political party. (Must be signed by at least 10,000 registered electors and submitted to the Secretary of State) (No later than second Friday in January)	1-4-1302(1)
16-January (Tuesday)	First day to circulate major party candidate petitions. (Not before third Tuesday in January)	1-4-801(5)
19-January (Friday)	Last day for the county clerk must provide their SCORE exlection_details_to_dominion export to voting.systems@coloradosos.gov for the March 5th Presidential Primary Election . (No later than 45 days before the election)	Rule 11.9.2

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

20-January (Saturday)	Deadline for county clerk to transmit a primary election ballot to military and overseas voters for the March 5th Presidential Primary Election . (No later than 45 days before the Primary Election)	1-8.3-110(1) Rule 16
	The county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors for the March 5th Presidential Primary Election by the 45-day deadline. (No later than 45 days before the election)	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballot to any eligible elector who requests one in person at the county clerk's office for the March 5th Presidential Primary Election . (No sooner than 45 days before election)	1-7.5-107(2.7)
30-January (Tuesday)	Last day for counties to submit zero result files (data entry counties) or a document listing all ballot content (manual entry counties) to the Secretary of State for Election Night Reporting (ENR) for the March 5th Presidential Primary Election (No later than 35 days before the election)	Rule 11.9.3
	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party for the March 5th Presidential Primary Election . (No later than 35 days before an election)	Rule 6.1.5
February, 2024		
2-February (Friday)	Ballots for the March 5th Presidential Primary Election must be printed and in possession of the county clerk. (No later than 32 days before the Primary Election)	1-5-402(1)
	County clerk must begin issuing mail ballots for the March 5th Presidential Primary Election to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the March 5th Presidential Primary Election . (No later than 32 days before election)	Rule 25.2.2(a)
	Last day for the Secretary of State to issue a notice of sufficiency/insufficiency of a petition to qualify as a minor political party. (21 days after receipt of the petition)	1-4-1302(4)(b)
5-February (Monday)	First day to circulate minor party candidate petitions. (First Monday in February in the general election year)	1-4-802(1)(d)(II)
	Last day to change precinct boundaries or create new precincts before the **March 9th Party precinct caucuses . (No later than 29 days before the first Tuesday in March)	1-5-103(1)
	Last day for state central committees to file or amend party bylaws or rules with the Secretary of State. (No bylaw or rule may be filed or amended after the first Monday in February)	1-3-103(9)(a)
12-February (Monday)	Last day for voters who are affiliated with a political party to change or withdraw their affiliation if they wish to vote in a different party's primary election for the March 5th Presidential Primary Election . (Up to and including the 22nd day before the Primary Election)	1-2-219(1)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

12-February (Monday)	First day that mail ballots for the March 5th Presidential Primary Election may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the Primary Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
	Last day to submit an application to register to vote in the March 5th Presidential Primary Election through a voter registration drive. (No later than 22 days before the election)	1-2-201(3)(b)(I)
	Last day for county clerks to run SCORE reports for the March 5th Presidential Primary Election that include voter or election details during regular business hours and from 7 a.m. to 7 p.m. on Election Day. (Starting 22 days before election)	Rule 2.13.4
13-February (Tuesday)	Last day for the county clerk to conduct the public Logic and Accuracy Test for the March 5th Presidential Primary Election . (No later than the 21st day before election day)	Rule 11.3.2(a)
	Last day for a data entry county to upload the LAT results file to ENR for the March 5th Presidential Primary Election . (No later than 21 days before an election)	Rule 11.9.4
14-February (Wednesday)	Last day to post polling location signs for the March 5th Presidential Primary Election . (At least 20 days before the election)	1-5-106(1)
	Last day for the county clerk to publish notice of the March 5th Presidential Primary Election . (No later than 20 days before the election)	1-5-205(1)(a)-(d)
	Counties may begin practice conducting the risk limiting audit. (20 days before the election)	Rule 25.2.2(b)
16-February (Friday)	Last day to affiliate with the Republican Party or Democratic Party in order to vote in the **March 9th Party precinct caucuses . (22 days before the precinct caucuses)	1-3-101(1)
	Last day to update your voter registration address to participate in the **March 9th Party precinct caucuses . (Must be a resident of the precinct for 22 days <i>and</i> registered to vote no later than 22 days before the precinct caucus)	1-3-101(1)
	Last day to send out initial mail ballots for the March 5th Presidential Primary Election . (No later than 18 days before the Primary Election)	1-7.5-107(3)(a)(I)
	Last day for major political parties to appoint members to the county canvass board for the March 5th Presidential Primary Election . (At least 15 days before the Primary Election)	1-10-101(1)(a) 1-1-106(5)
	Last day for designated election official to appoint audit board to conduct RLA for the March 5th Presidential Primary Election . (No later than 15 days before election day)	Rule 25.2.2(c) 1-1-106(5)
20-February (Tuesday)	First day to begin counting mail ballots received for the March 5th Presidential Primary Election . No results may be disclosed until after 7:00 p.m. on election day. (No earlier than 15 days before the election)	1-7.5-107.5 1-1-106(4)
	Last day for county clerks to furnish the Republican and Democratic Parties with a list of registered electors in the county who are affiliated with the Party. (No later than 21 days before the **March 9th Party precinct caucuses)	1-3-101(3)(a)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

23-February (Friday)	Deadline for county clerk to post a copy of the published notice of the March 5th Presidential Primary Election in a conspicuous place in the offices of the designated election official or the county clerk. (At least 10 days before the election and until 2 days after the election)	1-5-205(1.3) 1-1-106(5)
	Last day for the county clerk to file the voting system inventory with the Secretary of State for the March 5th Presidential Primary Election . (No later than 10 days before an election)	1-1-106(5) Rule 11.2.3
26-February to 5-March	The minimum number of required voter service and polling centers must be open for the March 5th Presidential Primary Election . (Beginning at least 8 days before and on election day, except Sundays)	1-7.5-107 (4.5)(c) Rule 7.8.1(b)
26-February (Monday)	Last day to post signs for the **March 9th Party precinct caucuses . (No later than 12 days before the precinct caucuses)	1-4-602(4)(a)
	Last day for an individual to submit a voter registration application and still receive a ballot in the mail for the March 5th Presidential Primary Election . (Through the 8th day before an election)	1-2-201(3)(b)(III)
	Last day for county clerk to designate drop-off, drop box, and Voter Service and Polling Center locations for the June 25th Primary Election . Before designation, clerks must also complete an accessibility survey for all locations. (No later than 120 days before the Primary Election)	Rule 7.9
27-February (Tuesday)	If the county clerk receives a voter registration application 7 days or less before the March 5th Presidential Primary Election , the clerk must process the application and inform the applicant that they will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)(a)(I)
	Last day for the county clerk to submit election setup records for the March 5th Presidential Primary Election to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 550, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4.3
	First day the minimum number of required Drop Boxes must be open for the March 5th Presidential Primary Election . (Beginning at least 7 days before an election, including Saturdays and Sundays)	1-7.5-107(4.3)(b)
29-February (Thursday)	First day that county must begin accepting comments from the public regarding the designation of VSPCs for the 2024 General Election . (250 days before a general election)	1-5-102.9(1)(c)(II)
March, 2024		
1-March (Friday)	Deadline for county clerk and recorder to send the county's precinct files or maps to the Secretary of State. (No later than March 1)	Rule 2.15
5-March (Tuesday)	Presidential Primary (A presidential primary election shall be held on a Tuesday on a date designated by the governor not later than the third Tuesday in March in years in which a United States Presidential Election will be held.)	1-4-1202(2) 1-4-1203(1)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

5-March (Tuesday)	All ballots must be received by the county clerk by 7:00 p.m.	1-7.5-107(4)(b)(II)
5-March through 9-March	**Republican Party and Democratic Party Precinct Caucus Day (Must be held each even year on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March)	1-3-102(1)(a)(I)
7-March (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters and emails. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after the March 5th Presidential Primary Election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.6.1, 7.7.1
	Last day for county clerk to submit an election plan to the Secretary of State for the June 25th Primary Election . (No later than 110 days before the Primary Election)	1-7.5-105(1) Rule 7.1.1
8-March (Friday)	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit for the March 5th Presidential Primary Election . (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(j)
11-March (Monday)	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the thirteenth day after the March 5th Presidential Primary Election)	Rule 25.2.2(i)
12-March (Tuesday)	Last day for county who previously failed to meet 45-day ballot transmission deadline to submit plan to Secretary of State for complying with the deadline for the June 25th Primary Election . (No later than 60 days before the 45 day transmission deadline)	Rule 16.1.8
13-March (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted in the March 5th Presidential Primary Election . (No later than the 8th day after election day)	1-8.3-111 1-8.3-113(2) Rule 16.2.1(c)
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted in the March 5th Presidential Primary Election . (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.5
14-March (Thursday)	Last day for the county clerk to complete verification and counting of provisional ballots for the March 5th Presidential Primary Election . (Within 9 days after the Primary Election)	1-8.5-105(5)
15-March (Friday)	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county for the March 5th Presidential Primary Election . Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 10th day after election day)	Rule 25.2.2 (e)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

15-March (Friday)	Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest's hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 10th day after the March 5th Presidential Primary Election)	Rule 25.2.2(g)
	Last day for the Secretary of State to prepare an election notice for the June 25th Primary Election to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly scheduled election)	1-8.3-116(1) 1-1-106(5)
	First day that interested parties may request and file for a recount at their own expense for the March 5th Presidential Primary Election (No sooner than 10 days or later than 22 days after election.)	1-10.5-106(2)
18-March (Monday)	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 13th day after the March 5th Presidential Primary Election)	Rule 25.2.2(i)
	Deadline to notify the counties of the ballots selected to be audited. (No later than 11:59 p.m. MT on the 13th day after the March 5th Presidential Primary Election)	Rule 25.2.2(l)
19-March (Tuesday)	Last day to file major party candidate petitions. (No later than third Tuesday in March)	1-4-801(5)(a)
26-March (Tuesday)	Deadline for County audit board to sign, date, and submit to the Secretary of State a report of the results of the risk limiting audit for the March 5th Presidential Primary Election . (No later than 5:00 p.m. MT on business day before the canvass deadline)	Rule 25.2.3(d)
26-March through 30-March	Last possible dates for major parties to hold county assembly. (County assemblies must be held no later than 21 days after precinct caucuses)	1-4-602(1)(a)(1)
*	County candidates' designations and acceptances must be filed no later than 4 days after the adjournment of the county assembly. If faxed, the original must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-601(3)(a) 1-4-604(3)
27-March (Wednesday)	Last day to complete the canvass and submit official abstract of votes cast for the March 5th Presidential Primary Election to the Secretary of State. (No later than the 22nd day after the election)	1-4-1206 1-10-102(1) 1-10-103(1)
	Last day for the county clerk to submit a watcher accommodation plan to the Secretary of State for the June 25th Primary Election . (No later than 90 days before an election)	Rule 8.7
	Last day for county clerk who failed to follow the procedures for a risk limiting audit during the March 5th Presidential Primary Election to submit a written remediation plan to the Secretary of State. (No later than 90 days before the June 25th Primary Election)	Rule 25.2.5
	Last day for interested parties to request and file a recount, at their own expense, of the March 5th Presidential Primary Election . (No sooner than 10 days or later than 22 days after election)	1-10.5-106(2)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

*	County clerk must determine the cost of the recount within 4 days of receiving the request to recount, but no later than 24 days following the election.	1-10.5-106(2)
28-March (Thursday)	Deadline to upload the final canvass results for the March 5th Presidential Primary Election to the ENR system. (By COB on the first business day after the statutory deadline for completing the canvass)	Rule 11.9.7
29-March (Friday)	Last day for the Secretary of State to order a complete statutory recount of the March 5th Presidential Primary Election . (No later than the 24th day after the election)	1-10.5-102(1)
April, 2024		
1-April (Monday)	Last day to file minor party candidate petitions. (No later than 85 days before primary election)	1-4-802(1)(f)(II)
	Last day for interested party requesting recount to pay the costs of the recount for the March 5th Presidential Primary Election . (No later than 27 days after the election)	1-10.5-106(2)
	Last day for county that conducted a comparison risk-limiting audit for the March 5th Presidential Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if no recount was required or requested. (no later than the third business day following the deadline to request a recount)	Rule 25.2.4
5-April (Friday)	Last day to submit draft ballot issues to the Title Board, if the issue is to appear on the 2024 General Election ballot. (No later than 3 p.m., 12 days before the last Title Board Hearing held on April 17th)	1-40-106(1)
	Last day to complete a statutory recount of any race in the March 5th Presidential Primary Election . (No later than the 31st day after the election)	1-10.5-102(2) 1-10.5-103
9-April (Tuesday)	Last day to complete a recount of the March 5th Presidential Primary Election requested by an interested party. (No later than the 35th day after the Primary Election)	1-10.5-106(2)
10-April (Wednesday)	Last day for county that conducted a comparison risk-limiting audit for the March 5th Presidential Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was required . (no later than the third business day following the deadline to complete a required recount)	Rule 25.2.4
11-April (Thursday)	Last day for any minor party to notify Secretary of State that it is prohibiting unaffiliated electors from voting in its primary. (Not less than 75 days prior to the Primary Election)	1-4-1304(1.5)(c)
12-April (Friday)	Last day for county that conducted a comparison risk-limiting audit for the March 5th Presidential Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was requested . (no later than the third business day following the deadline to complete requested recount)	Rule 25.2.4

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

13-April (Saturday)	Last possible day for major parties to hold state assembly. (No later than 73 days preceding the primary election)	1-4-601(1)(a)
*	For major parties, designation and acceptance forms must be filed no later than four days after the adjournment of the assembly. Certificates of designation may be transmitted by facsimile transmission; however, the original certificate must also be filed and postmarked no later than ten days after the adjournment of the assembly.	1-4-604(1)(a) 1-4-604(3) 1-4-601(3)
*	For minor parties, designation forms must be filed no later than 4 days after the assembly. Acceptance forms must be postmarked or received by the DEO no later than 4 business days after the filing of the certificate of designation. If faxed, the originals must also be filed and postmarked no later than 10 days after the adjournment of the assembly.	1-4-1304(3), (4)
17-April (Wednesday)	Last day to hold a Title Board hearing for ballot issues that will appear on the 2024 General Election ballot. (No later than 3rd Wednesday in April)	1-40-106(1)
19-April (Friday)	Last day a write-in candidate may file an Affidavit of Intent for the June 25th Primary Election . (By the close of business on the 67th day before the Primary Election)	1-4-1102(1)
26-April (Friday)	The designated election official may cancel the June 25th Primary Election if there are no contested races. (By the close of business on the 60th day before the Primary Election)	1-4-104.5(1)
	Last day for designated election officials to submit security plan to the Secretary of State for the June 25th Primary Election . (No later than 60 days before the election. Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission)	1-5-616(5)(b) Rule 20.1
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge for the June 25th Primary Election . (No later than 60 days before primary election)	1-6-103.7
	Last day a county chairperson of a minor political party may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges for the June 25th Primary Election . (No later than 60 days before primary election)	1-6-103.5
	First day that a county clerk or designated election official may hold election judge training for the June 25th Primary Election . (Not more than 60 days before the Primary Election)	1-6-101(5)
	Last day for Secretary of State to certify the names, specify the offices for which nominations are to be made, and set the order of the June 25th Primary Election ballot. (No later than 60 days before the primary election)	1-5-203(1)
29-April (Monday)	Last day that county must accept comments from the public regarding the designation of VSPCs for the 2024 General Election . (Through the 190th day before a general election)	1-5-102.9(1)(c)(II)
30-April (Tuesday)	Last day for a major party county chairperson to certify names and addresses of recommended election judges to the county clerk. (No later than the last Tuesday of April)	1-6-103(1)(a)

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Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

*	Designated election official must confirm appointments by mailing a certification of appointment and acceptance form to election judges. Each person appointed as an election judge must file an acceptance form with the designated election official within 7 days after the certification and acceptance form are mailed.	1-6-104(1) 1-6-106(1) 1-6-106(3)
May, 2024		
6-May (Monday)	First day for judicial candidates to file a declaration of intent to run for another term. (Not more than 6 months, but not less than 3 months before the General Election)	Art. VI, Sect. 25 1-1-106(4)
9-May (Thursday)	Last day for the Tribal Council of an Indian Tribe located on a Federal Reservation to request that a VSPC be located within the boundaries of the reservation for the 2024 General Election . (No later than 180 days before the date of a general election)	1-5-102.9(1)(b.7)
10-May (Friday)	Last day for the county clerk must provide their SCORE exlection_details_to_dominion export to voting.systems@coloradosos.gov. (No later than 45 days before the election)	Rule 11.9.2
11-May (Saturday)	Deadline for county clerk to transmit a primary election ballot to military and overseas voters for the June 25th Primary Election . (No later than 45 days before the Primary Election)	1-8.3-110(1) Rule 16
	The county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors for the June 25th Primary Election by the 45-day deadline. (No later than 45 days before the election)	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballot to any eligible elector who requests one in person at the county clerk's office for the June 25th Primary Election . (No sooner than 45 days before election)	1-7.5-107(2.7)
16-May (Thursday)	First day an unaffiliated candidate may circulate or obtain signatures on a petition for nomination for the 2024 General Election . (No more than 173 days before the general election)	1-4-802(1)(d)(I)
21-May (Tuesday)	Last day for counties to submit zero result files (data entry counties) or a document listing all ballot content (manual entry counties) to the Secretary of State for Election Night Reporting (ENR) for the June 25th Primary Election . Submit to voting.systems@coloradosos.gov (No later than 35 days before the election)	Rule 11.9.3
	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party for the June 25th Primary Election . (No later than 35 days before an election)	Rule 6.1.5
24-May (Friday)	Ballots for the June 25th Primary Election must be printed and in possession of the county clerk. (No later than 32 days before the Primary Election)	1-5-402(1)
	County clerk must begin issuing mail ballots for the June 25th Primary Election to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the June 25th Primary Election . (No later than 32 days before election)	Rule 25.2.2(a)
	First day for the County Clerk to solicit public comment on proposed locations for voter service and polling centers and drop boxes to be included in the election plan due on July 18th for the November 5th General Election. (55 days before election plan is due)	1-7.5-105(1)(b)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

June, 2024

3-June (Monday)	Last day for voters who are affiliated with a political party to change or withdraw their affiliation if they wish to vote in a different party's primary election for the June 25th Primary Election . (Up to and including the 22nd day before the Primary Election)	1-2-219(1)
	First day that mail ballots for the June 25th Primary Election may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the Primary Election)	1-7.5-107(3)(a)(I) Rule 7.2.3
	Last day to submit an application to register to vote in the June 25th Primary Election through a voter registration drive. (No later than 22 days before the election)	1-2-201(3)(b)(I)
	Last day for county clerks to run SCORE reports for the June 25th Primary Election that include voter or election details during regular business hours and from 7 a.m. to 7 p.m. on Election Day. (Starting 22 days before election)	Rule 2.13.4
4-June (Tuesday)	Last day for the county clerk to conduct the public Logic and Accuracy Test for the June 25th Primary Election . (No later than the 21st day before election day)	Rule 11.3.2(a)
	Last day for a data entry county to upload the LAT results file to ENR for the June 30th Primary Election. (No later than 21 days before an election)	Rule 11.9.4
5-June (Wednesday)	Last day to post polling location signs for the June 25th Primary Election . (At least 20 days before the election)	1-5-106(1)
	Last day for the county clerk to publish notice of the June 25th Primary Election . (No later than 20 days before the election)	1-5-205(1)(a)-(d)
7-June (Friday)	Last day to send out initial mail ballots for the June 25th Primary Election . (No later than 18 days before the Primary Election)	1-7.5-107(3)(a)(I)
8-June (Saturday)	Last day for the County Clerk to solicit public comment on proposed locations for voter service and polling centers and drop boxes to be included in the election plan due on July 18th for the November 5th General Election . (40 days before election plan is due)	1-7.5-105(1)(b)
10-June (Monday)	Last day for major political parties to appoint members to the county canvass board for the June 25th Primary Election . (At least 15 days before the Primary Election)	1-10-101(1)(a)
	First day to begin counting mail ballots received for the June 25th Primary Election . No results may be disclosed until after 7:00 p.m. on election day. (No earlier than 15 days before the election)	1-7.5-107.5
	Last day for designated election official to appoint audit board to conduct RLA for the June 25th Primary Election . (No later than 15 days before election day)	Rule 25.2.2(c)
14-June (Friday)	Deadline for county clerk to post a copy of the published notice of the June 25th Primary Election in a conspicuous place in the offices of the designated election official or the county clerk. (At least 10 days before the election and until 2 days after the election)	1-5-205(1.3) 1-1-106(5)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

14-June (Friday)	Last day for the county clerk to file the voting system inventory with the Secretary of State for the June 25th Primary Election . (No later than 10 days before an election)	1-1-106(5) Rule 11.2.3
17-June (Monday)	Last day for an individual to submit a voter registration application and still receive a ballot in the mail for the June 25th Primary Election . (Through the 8th day before an election)	1-2-201(3)(b)(III)
17-June to 25-June	The minimum number of required voter service and polling centers must be open for the June 25th Primary Election . (Beginning at least 8 days before and on election day, except Sundays)	1-7.5-107(4.5)(c) Rule 7.8.1(b)
18-June (Tuesday)	Last day for the county clerk to submit election setup records for the June 25th Primary Election to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 550, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4.3
	If the county clerk receives a voter registration application 7 days or less before the June 25th Primary Election , the clerk must process the application and inform the applicant that they will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)(a)(I)
	First day the minimum number of required Drop Boxes must be open for the June 25th Primary Election . (Beginning at least 7 days before an election, including Saturdays and Sundays)	1-7.5-107(4.3)(b)
25-June (Tuesday)	Primary Election (Polls open 7:00 a.m. to 7:00 p.m.)	1-4-101(1) 1-7-101(1) Rule 7.8.1 (c)
	All ballots must be received by the county clerk by 7:00 p.m.	1-7.5-107(4)(b)(II)
27-June (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters and emails. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after the June 25th Primary Election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.5, 7.6.1
28-June (Friday)	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit for the June 25th Primary Election . (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(j)
July, 2024		
1-July (Monday)	The Secretary of State must notify county clerks and the minor political party if any minor political party ceases to qualify as such a party. (No later than July 1)	1-4-1305(2)
	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the thirteenth day after the June 25th Primary Election)	Rule 25.2.2(i)
1-July to 15-July	Date range to send notification of the time and place of party lot drawing. The drawing determines ballot positions of candidates to appear on the 2024 General Election ballot. (Between July 1 and July 15 of each election year)	1-5-404(2)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

3-July (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted in the June 25th Primary Election . (No later than the 8th day after election day)	1-8.3-111 1-8.3-113(2) Rule 16.1.5
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted in the June 25th Primary Election . (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 Rule 7.6.5
5-July (Friday)	Last day for the county clerk to complete verification and counting of provisional ballots for the June 25th Primary Election . (Within 9 days after the Primary Election)	1-8.5-105(5) 1-1-106(5)
	Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest' hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 10th day after the June 25th Primary Election)	Rule 25.2.2(g)
	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county for the June 25th Primary Election . Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 10th day after election day)	Rule 25.2.2 (e)
	First day that interested parties may request and file for a recount at their own expense for the June 25th Primary Election (No sooner than 10 days or later than 22 days after election.)	1-10.5-106(2)
8-July (Monday)	Last day for county clerk to designate drop-off, drop box, and Voter Service and Polling Center locations for the 2024 General Election . Clerks must also complete an accessibility survey for all locations annually before designation. (No later than 120 days before the election)	Rule 7.9
	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 13th day after the June 25th Primary Election)	Rule 25.2.2(i)
	Deadline to notify the counties of the ballots selected to be audited. (No later than 11:59 p.m. MT on the 13th day after the June 25th Primary Election)	Rule 25.2.2(l)
11-July (Thursday)	Last day to file an unaffiliated candidate nomination petition. (117 days before the 2024 General Election)	1-4-802(1)(f)(l)
16-July (Tuesday)	Deadline for County audit board to sign, date, and submit to the Secretary of State a report of the results of the risk limiting audit for the June 25th Primary Election . (No later than 5:00 p.m. MT on business day before the canvass deadline)	Rule 25.2.3(a)(1)
17-July (Wednesday)	Last day to complete the canvass and submit official abstract of votes cast for the June 25th Primary Election to the Secretary of State. (No later than the 22nd day after the election)	1-10-102(1) 1-10-103(1)
	Last day for interested parties to file a request for a recount, at their own expense, of the June 25th Primary Election . (No sooner than 10 days or later than 22 days after election)	1-10.5-106(2)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

*	County clerk must determine the cost of the recount within 4 days of receiving the request to recount, but no later than 24 days following the election.	1-10.5-106(2)
18-July (Thursday)	Deadline to upload the final canvass results for the June 25th Primary Election to the ENR system. (By COB on the first business day after the statutory deadline for completing the canvass)	Rule 11.9.7
	Last day for a write-in candidate to file an Affidavit of Intent for the 2024 General Election . (By the close of business on the 110th day before the General Election)	1-4-1102(1)
	Last day for the county clerk to submit an election plan for the 2024 General Election to the Secretary of State. (No later than 110 days before every election)	1-7.5-105(1) Rule 7.1.1
19-July (Friday)	Last day for the Secretary of State to order a complete statutory recount of the June 25th Primary Election . (No later than the 24th day after the election)	1-10.5-102(1)
22-July (Monday)	Last day for interested party requesting recount to pay the costs of the recount of the June 25th Primary Election . (No later than 27 days after the election)	1-10.5-106(2)
	Last day for county that conducted a comparison risk-limiting audit for the June 25th Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if no recount was required or requested. (no later than the third business day following the deadline to request a recount)	Rule 25.2.4
23-July (Tuesday)	Last day for county who previously failed to meet 45-day ballot transmission deadline to submit plan to Secretary of State for complying with the deadline for the 2024 General Election . (No later than 60 days before the 45 day transmission deadline)	Rule 16.1.8
26-July (Friday)	Last day for the Secretary of State to prepare an election notice for the 2024 General Election to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly scheduled election)	1-8.3-116(1) 1-1-106(5)
26-July (Friday)	Last day for a political subdivision to notify the county clerk in writing that it has taken formal action to participate in the 2024 General Election . (100 days before the General Election)	1-7-116(5) 1-1-106(5)
	Last day to complete a required statutory recount of any race in the June 25th Primary Election . (No later than the 31st day after the election)	1-10.5-102(2) 1-10.5-103
30-July (Tuesday)	Last day to complete a recount of the June 25th Primary Election requested by an interested party. (No later than the 35th day after the Primary Election)	1-10.5-106(2)
31-July (Wednesday)	Last day for county that conducted a comparison risk-limiting audit for the June 25th Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was required. (no later than the third business day following the deadline to complete required recount)	Rule 25.2.4

August, 2024

1-August (Thursday)	Last day for the designated election official to provide a notice of sufficiency/insufficiency regarding unaffiliated candidate nomination petitions for the 2024 General Election . (No later than 96 days before the General Election)	1-4-908(3)
2-August (Friday)	Last day for county that conducted a comparison risk-limiting audit for the June 25th Primary Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was requested. (no later than the third business day following the deadline to complete requested recount)	Rule 25.2.4
5-August (Monday)	Last day to file an initiative petition with the Secretary of State for the 2024 General Election , no later than 3:00 p.m. (At least 3 months before the election)	Art V, Sect. 1(2)
	Last day for judicial candidates to file a Declaration of Intent to run for another term. (Not less than 3 months before the 2024 General Election)	Art. VI, Sect. 25
7-August (Wednesday)	Last day for the county clerk to submit a watcher accommodation plan for the 2024 General Election to the Secretary of State. (No later than 90 days before an election)	Rule 8.7
	Last day for county clerk who failed to follow the procedures for a risk limiting audit during the June 25th Primary Election to submit a written remediation plan to the Secretary of State. (No later than 90 days before the 2024 General Election)	Rule 25.2.5
	Last day for major party to provide updated list of election judges available to work upcoming general election.	Rule 6.1.1
22-August (Thursday)	Last day for a political party nominating candidates by party assembly/convention to make nominations public. (No later than 75th day before the General Election)	1-4-702(2)
27-August (Tuesday)	Last day for intergovernmental agreements to be signed by county clerks and political subdivisions. (No later than 70 days before the General Election)	1-7-116(2)
30-August (Friday)	Last day to submit to the designated election official the designation and acceptance of person filling a vacancy in a major party nomination occurring after the primary election. (No later than the 64th day before the 2024 General Election)	1-4-1005(3)(c)(I) 1-1-106(5)

2024 Election Calendar

September, 2024

4-September (Wednesday)	Last day for the Secretary of State to examine submitted initiative petitions and issue a statement of sufficiency or insufficiency. (No more than 30 calendar days after the petition is filed)	1-40-116(2)
6-September (Friday)	Last day for the designated election official of each political subdivision to certify the ballot order and content for the 2024 General Election . Each DEO must also deliver the certification to the county clerk for the 2024 General Election . (No later than 60 days before the election)	1-5-203(3)(a)
	Last day for designated election officials to submit security plans to the Secretary of State. (No later than 60 days before the election. The Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission)	1-5-616(5)(b) Rule 20.1
	First day the county clerk or designated election official may hold election judge training for the 2024 General Election . (Not more than 60 days before the election)	1-6-101(5)
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge for the 2024 General Election . (No later than 60 days before the election)	1-6-103.7
	Last day a county chairperson of a minor political part may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges for the 2024 General Election . (No later than 60 days before the election)	1-6-103.5
	Last day for designated representatives of initiative petition to withdraw the petition from consideration by filing withdrawal letter with Secretary of State. (No later than 60 days before petition is to be voted upon)	1-40-134
9-September (Monday)	Last day for the Secretary of State to deliver the certification of ballot order and content to each county for the 2024 General Election . (No later than 57 days before the General Election)	1-5-203(1)(a)
20-September (Friday)	Last day to file written comments concerning local ballot issues with the designated election official in order to be included in the ballot issue notice. (By noon the Friday before the 45th day before the election)	Art. X, Sect. 20(3)(b)(v) 1-7-901(4)
	Last day for a petition's representatives to submit a summary of favorable comments for the ballot issue notice. Comments must be submitted to the designated election official. (No later than 44 days before the election)	1-7-903(3) 1-1-106(5)
	Last day for the county clerk must provide their SCORE exlection_details_to_dominion export to voting.systems@coloradosos.gov. (No later than 45 days before the election)	Rule 11.9.2
21- September (Saturday)	Last day to transmit ballots and ballot materials to overseas military voters for the 2024 General Election . (No later than 45 days before the election)	1-8.3-110(1) Rule 16

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

21-September (Saturday)	Deadline for clerk to report to the Secretary of State the number of ballots transmitted to military and overseas electors for the 2024 General Election by the 45-day deadline.	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballots for the 2024 General Election to any eligible elector who requests one in person at the county clerk's office. (No sooner than 45 days before election)	1-7.5-107(2.7)
23-September (Monday)	Last day for the designated election official to deliver the full text of any required ballot issue notices to the county clerk. (No later than 43 days before the 2024 General Election)	1-7-904
October, 2024		
1-October (Tuesday)	Last day for counties to submit zero result files (data entry counties) or a document listing all ballot content (manual entry counties) to the Secretary of State for Election Night Reporting (ENR) for the 2024 General Election (No later than 35 days before the election)	Rule 11.9.3
	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party for the 2024 General Election . (No later than 35 days before an election)	Rule 6.1.5
4-October (Friday)	Last day for official ballots for the 2024 General Election to be printed and in the possession of the county clerk. (No later than 32 days before the General Election)	1-5-403(1)
	County clerk must begin issuing mail ballots for the 2024 General Election to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day to mail notice of a ballot issue election. (At least 30 days before a ballot issue election)	Art. X, Sect. 20(3)(b) 1-1-106(5)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the 2024 General Election . (Not later than 32 days before election)	Rule 25.2.2(a)
11-October (Friday)	First day that mail ballots for the 2024 General Election may be mailed to voters, except for UOCAVA voters. (Not sooner than 22 days before the election or the previous business day if the 22nd day before the election falls on a holiday recognized by Postal Service)	1-7.5-107(3)(a)(I) Rule 7.2.3
15-October (Tuesday)	Last day for county clerks to run SCORE reports for the 2024 General Election that include voter or election details during regular business hours and from 7 a.m. to 7 p.m. on Election Day. (Starting 22 days before election)	Rule 2.13.4
	Last day for the county clerk to conduct the public Logic and Accuracy Test for the 2024 General Election . (No later than the 21st day before election day)	Rule 11.3.2(a)
	Last day to submit an application to register to vote in the 2024 General Election through a voter registration drive. (No later than 22 days before the election or the following business day if the deadline falls on a holiday recognized by the postal service.)	1-2-201(3)(b)(I)
	Last day for a data entry county to upload the LAT results file to ENR for the 2024 General Election. (No later than 21 days before an election)	Rule 11.9.4

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

	Last day to post polling location signs for the 2024 General Election . (At least 20 days before the election)	1-5-106(1)
16-October (Wednesday)	Last day for the <u>county clerk</u> to publish notice of the 2024 General Election . (No later than 20 days before the election)	1-5-205(1)(a)-(d)
	Counties may begin practice conducting the risk limiting audit. (20 days before the election)	Rule 25.2.2(b)
18-October (Friday)	Last day to send out initial mail ballots for the 2024 General Election . (No later than 18 days before the election)	1-7.5-107(3)(a)(I)
21-October to 5-November	The minimum number of required voter service and polling centers must be open for the 2024 General Election . (Beginning at least 15 days before and continuing through election day, except Sundays and the first Saturday of this period)	1-5-102.9(2) Rule 7.8.1(a)
	First day county Drop Boxes must be open to accept mail ballots for the 2024 General Election . (15 days preceding the date of the general election and continuing to election day)	1-5-102.9(5)(c)
21-October (Monday)	Last day for major political parties to appoint members to the county canvass board for the 2024 General Election . (At least 15 days before the election)	1-10-101(1)(a)
	First day to begin counting mail ballots received for the 2024 General Election . No results may be disclosed until after 7:00 p.m. on election day. (No earlier than 15 days before the election)	1-7.5-107.5
	Last day for designated election official to appoint audit board to conduct RLA for the 2024 General Election . (No later than 15 days before election day)	Rule 25.2.2(c)
	First day that drop-off location located on federal reservation at the request of the Tribal Council must be open to accept mail ballots for the 2024 General Election. (15 days before the general election through election day)	1-5-102.9(5)(e)
25-October (Friday)	Last day for the county clerk to file the voting system inventory with the Secretary of State for the 2024 General Election . (No later than 10 days before an election)	Rule 11.2.3 1-1-106(5)
28-October (Monday)	Last day for an individual to submit a voter registration application and still receive a ballot in the mail for the 2024 General Election . (Through the 8th day before an election)	1-2-201(3)(b)(III)
29-October (Tuesday)	If the county clerk receives a voter registration application 7 days or less before the 2024 General Election , the clerk must process the application and inform the applicant that they will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-508(3)(a)(I)
	Last day for the county clerk to submit election setup records for the 2024 General Election to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 550, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4.3

2024 Election Calendar

November, 2024

<p>5-November (Tuesday)</p>	<p>General Election (Polls open 7:00 a.m. to 7:00 p.m.)</p>	<p>1-1-104(17) 1-4-201 Rule 7.8.1(c)</p>
	<p>All ballots must be received by the county clerk by 7:00 p.m.</p>	<p>1-7.5-107(4)(b)(II)</p>
<p>7-November (Thursday)</p>	<p>Deadline for the county clerk to send missing signature, signature verification, and missing ID letters and emails. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after the 2024 General Election day)</p>	<p>1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.5</p>
<p>8-November (Friday)</p>	<p>Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit for the 2024 General Election. (No later than 5:00 p.m. MT on the Friday after election day)</p>	<p>Rule 25.2.2(j)</p>
	<p>Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the thirteenth day after the 2024 General Election)</p>	<p>Rule 25.2.2(i) 1-1-106(5)</p>
<p>13-November (Wednesday)</p>	<p>Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted in the 2024 General Election. (By 11:59 p.m. MT 8 days after election day)</p>	<p>1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.5.1 Rule 7.6.5</p>
	<p>Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted in the 2024 General Election. (No later than the 8th day after election day)</p>	<p>1-8.3-111 1-8.3-113(2) Rule 16.2.1(c)</p>
<p>14-November (Thursday)</p>	<p>Last day for the county clerk to complete verification and counting of provisional ballots for the 2024 General Election. (Within 9 days after the election)</p>	<p>1-8.5-105(5)</p>
<p>15-November (Friday)</p>	<p>Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest' hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 10th day after the 2024 General Election)</p>	<p>Rule 25.2.2(g)</p>
	<p>County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county for the 2024 General Election. Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 10th day after election day)</p>	<p>Rule 25.2.2(e)</p>

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

15-November (Friday)	First day that interested parties may request and file for a recount at their own expense for the 2024 General Election (No sooner than 10 days or later than 22 days after election.)	1-10.5-106(2)
18-November (Monday)	Deadline to notify the counties of the ballots selected to be audited. (No later than 11:59 p.m. MT on the 13th day after the 2024 General Election)	Rule 25.2.2(l)
	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 13th day after the 2024 General Election)	Rule 25.2.2(i)
26-November (Tuesday)	Deadline for County audit board to sign, date, and submit to the Secretary of State a report of the results of the risk limiting audit for the 2024 General Election . (No later than 5:00 p.m. MT on business day before the canvass deadline)	Rule 25.2.3(a)(1)
27-November (Wednesday)	Last day to complete the canvass and submit official abstract of votes cast for the 2024 General Election to the Secretary of State. (No later than the 22nd day after the election)	1-10-102(1) 1-10-103(1)
	Last day for political subdivision that referred a ballot issue or question that failed for the 2024 General Election , to waive an automatic recount of that issue or question by giving written notice to clerk and recorder. (Within 23 days after election)	1-10.5-103 1-1-106(5)
	Last day for interested parties to request and file a recount, at their own expense, of the 2024 General Election . (No sooner than 10 days or later than 22 days after election)	1-10.5-106(2)
*	County clerk must determine the cost of the recount within 4 days of receiving the request to recount, but no later than 24 days following the election.	1-10.5-106(2)
29-November (Friday)	Deadline to upload the final canvass results for the 2024 General Election to the ENR system. (By COB on the first business day after the statutory deadline for completing the canvass)	Rule 11.9.7 1-1-106(4)
	Last day for the Secretary of State to order a complete statutory recount of the 2024 General Election . (No later than the 24th day after the election)	1-10.5-102(1)
December, 2024		
1-December (Sunday)	Last day for the Department of Higher Education to provide enrollment data for the 2024 Fall Semester to the Secretary of State. (On or before December 1st of each general election year)	1-5-102.9 (1)(b.5)(V)(A)
2-December (Monday)	Last day for county that conducted a comparison risk-limiting audit for the 2024 General Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if no recount was required or requested. (no later than the third business day following the deadline to request a recount)	Rule 25.2.4
	Last day for interested party requesting recount to pay the costs of the recount of the 2024 General Election . (No later than 27 days after the election)	1-10.5-106(2)

2024 Election Calendar

Presidential Primary Election: March 5, 2024

**Precinct Caucuses: March 9, 2024

Primary Election: June 25, 2024

General Election: November 5, 2024

6-December (Friday)	Last day to complete a required statutory recount of any race in the 2024 General Election . (No later than the 31st day after the election)	1-10.5-102(2) 1-10.5-103
10-December (Tuesday)	Last day to complete a recount of the 2024 General Election requested by an interested party. (No later than the 35th day after the election)	1-10.5-106(2)
11-December (Wednesday)	Last day for county that conducted a comparison risk-limiting audit for the 2024 General Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was required . (no later than the third business day following the deadline to complete required recount)	Rule 25.2.4
13-December (Friday)	Last day for county that conducted a comparison risk-limiting audit for the 2024 General Election to review its CVR file and redact CVRs corresponding to any ballot card susceptible of being personally identified with an individual voter if recount was requested . (no later than the third business day following the deadline to complete requested recount)	Rule 25.2.4
17-December (Tuesday)	Meeting of the electoral college at the State Capitol. (Meeting at noon on first Tuesday after the second Wednesday in the first December following general election)	1-4-304
NOTE	Following the election, the county clerk must report to the Secretary of State in writing the number of ballot return envelopes with discrepant signatures that the clerk forwarded to the district attorney for investigation.	Rule 7.7.13
Note on Computation of Time and Calendar Footnotes		
If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday <u>and</u> completion of the act involves a filing <i>or</i> other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.		1-1-106(4)
If a statute or rule requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days or a certain number of months before the date of an election, the period is shortened to and ends on the <i>prior business day</i> that is not a Saturday, Sunday, or legal holiday.		1-1-106(5)
** Precinct caucus dates to be determined by political parties and may occur between Tuesday, March 5th and Saturday, March 9th. Dates associated with Precinct Caucus day in calendar are tentative and contingent on date/dates set by political party in each county.		

Certification Format Information Page

Ballot certification is required in two formats (CRS 1-5-203):

- 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 voter.info@mesacounty.us. Both the printed hard copy and electronic copy must be received at the main Clerk & Recorder’s Office location at 200 S Spruce St., Grand Junction, CO 81501 as soon as possible but no later than 5:00 p.m. on September 6, 2024.

Important: Per Rule 4.5.2(e)(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 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 have the candidate leave or leave an audio recording of each candidate’s name in the voice mail box. The candidate hotline is (970) 255-5059.

Ballot numbers: Ballot numbers are issued by the Clerk and Recorder.

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]
[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]
MESA COUNTY, STATE OF COLORADO

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

[Ballot question number will go here]

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 9/06/2024. It is required with your Ballot Issue Notice submission which is due on 9/26/2024.

Fiscal Year Spending Information:

Year (Current fiscal year estimated)	[\$1,000,000]
Year (Actual)	[\$1,000,000]
Year (Actual)	[\$1,000,000]
Year (Actual)	[\$1,000,000]
Year (Actual)	[\$1,000,000]

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.”]

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Sample Candidate Ballot Layout

YOUR SCHOOL DISTRICT NAME HERE

Name of Office here

Length of Term here

(Vote for not more than?)

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

YOUR SCHOOL DISTRICT NAME HERE

Name of the Office here

Length of Term here

(Vote for not more than?)

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

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Candidate Hotline

Please provide your candidate with the Mesa County Elections Candidate Hotline. The number is (970) 255-5059. The candidate will be asked to provide phonetic pronunciation of their name, the office that they are running for, the jurisdiction/ political subdivision that they are running in, and a phone number.

Example:

Name: Severus Snape (sev+ur+ruhs = snayp)

Office: Headmaster

Political subdivision/ jurisdiction: Hogwarts School

Phone: (970) 244-1662

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PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: August 13, 2024
Presented By: Janet Hawkinson, Town Manager
Department: Administration
Re: DOLA Grant – Broadband - Fiber

SUMMARY:

The Town of Palisade received a grant from DOLA to install middle-mile fiber and CNL building. This funding is not 'last-mile.' Fiber to homes, 'last-mile,' is performed by private companies.

The last portion of this project is to purchase the equipment needed for the CNL. The equipment list was created by Region 10, who will be managing the CNL. A contract was put in place this spring with Region 10. This purchase is sole-source. Region 10 worked with other jurisdictions to get bulk pricing on the equipment. The equipment contract is with NeuComm.

The total project estimate for the grant is: \$813,986
This is a 50% matching grant with Town funds: \$406,993

Total funds expended to date: \$373,849.46
50% funds expended by Town: \$186,924.73

Contract Amount for CNL Equipment to be purchased: \$151,929.12 (50% town)
(shipping is separate at an estimated \$600.00)

*The Town needs to expend all funding and then be reimbursed by DOLA. Approval for the entire amount is needed.

BOARD DIRECTION:

Give direction to the Town Manager to enter into contract for the purchase of CNL equipment for \$151,929.12 + shipping.