

COLORADO SPRINGS CITY CLERK'S MAIL BALLOT PLAN

SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL

**GENERAL MUNICIPAL ELECTION – APRIL 2, 2019
POTENTIAL MAYORAL RUN-OFF - MAY 21, 2019**

A. RECORDS/ASSISTANCE PROVIDED BY THE COUNTY CLERK:

- The El Paso County Clerk and Recorder will provide a preliminary list, supplemental list, and daily updates of registered voters, as required by statute, and signature images of the same registered voters for signature verification purposes. In addition, the County Clerk will assign one (1) staff member to work in the City Clerk's Office seven days prior to, and including the day of the election, to aid voters with registration, reactivation, and address updates.

B. ESTIMATED NUMBER OF REGISTERED VOTERS:

- There are approximately 300,000 registered voters in the City of Colorado Springs.

C. BALLOT DROP-OFF LOCATIONS AND HOURS OF OPERATION:

LOCATION	ADDRESS	HOURS OF OPERATION Monday – Friday	ELECTION DAY HOURS
(Main Location) City Clerk's Office	30 South Nevada Ave., Suite 101	8:00 AM – 5:00 PM & 24/7 Ballot Box	7:00 AM – 7:00 PM
Colorado Springs Senior Center	1514 North Hancock Ave.	8:00 AM – 5:00 PM	7:00 AM – 7:00 PM
YMCA Southeast Family Armed Services Center	2190 Jet Wing Dr.	8:00 AM – 5:00 PM	7:00 AM – 7:00 PM
PPLD-East Library	5550 North Union Blvd.	24/7 Ballot Box	7:00 AM – 7:00 PM
PPLD-Library 21c	1175 Chapel Hills Dr.	24/7 Ballot Box	7:00 AM – 7:00 PM
Black Forest Park-n-Ride	7503 Black Forest Rd.	24/7 Ballot Box	7:00 AM – 7:00 PM
El Paso County Clerk and Recorder Locations	Citizens Service Center 1675 West Garden of the Gods Rd.	24/7 Ballot Box	7:00 AM – 7:00 PM
	Downtown-Centennial Hall 200 South Cascade Ave.	24/7 Ballot Box	7:00 AM – 7:00 PM
	Southeast-Powers Branch 5650 Industrial Pl., Suite 100	24/7 Ballot Box	7:00 AM – 7:00 PM
	North-Union Town Center Branch 8830 North Union Blvd.	24/7 Ballot Box	7:00 AM – 7:00 PM
	Fort Carson Branch 6351 Wetzel Ave., Bldg. 1525	8:00 AM – 4:30 PM	7:00 AM – 7:00 PM

- Three (3) election judges will be appointed to the Colorado Senior Center and three (3) election judges will be appointed to the YMCA location to monitor ballot boxes. City Clerk employees and El Paso County Clerk and Recorder staff will monitor ballot boxes at the other locations.
- a. The City Clerk's Office and all drop-off locations will be open to accept ballots Monday through Friday, March 11, 2019 – April 2, 2019. This will also apply to the corresponding times and dates in the event of a potential Mayoral Run-off Election. See attached map.
- City Clerk employees and/or election judges will collect ballots at least daily at each of the drop-off locations and on weekends, when needed, then return the ballots to the City Clerk's Office for processing. Ballot boxes at the Senior Center and YMCA location will be secured in a locked room when the location is not in use. Each ballot collection will be documented on a Daily Transmittal Log which will be deposited in each ballot box returned to the City Clerk's Office.
- City Clerk employees and election judges will be instructed that no one (1) person may deliver more than ten (10) voted ballots in return envelopes from other voters.

D. IDENTIFY THE LOCATION OF AN ACCESSIBLE VOTING MECHANISM:

- b. The voting mechanism will be available beginning March 11, 2019 for those needing alternative ways to vote. This will also apply to the corresponding times and dates in the event of a potential Mayoral Run-off Election.

LOCATION	ADDRESS	HOURS OF OPERATION Monday – Friday	ELECTION DAY HOURS
City Clerk's Office	30 S. Nevada Ave., Suite 101	8:00 AM – 5:00 PM	7:00 AM – 7:00 PM

E. POSTAGE AND HANDLING OF BALLOT PACKETS AND PROCEDURES FOR RETURNED "UNDELIVERABLE" BALLOTS:

- The City Clerk, City Clerk designated staff, and representatives from Runbeck Election Services will obtain U.S. Postal Service approval of all outgoing and reply envelopes through the USPS Mail Piece Design Analyst (MDA) review process to ensure the materials are in compliance with all U.S. Postal Service regulations.
- The City Clerk, City Clerk designated staff, and City Office Services Coordinator will meet with representatives from the Colorado Springs Post Office and the CO/WY District Political Team of the U.S. Postal Service to notify and coordinate with the Post Office regarding the date ballots are to be mailed to ensure the Post Office is prepared for the large bulk mailing. The U.S. Postal Service has agreed to work in cooperation with the City to make certain all ballots received on Election Day are processed immediately and ready for pick-up by City Office Services, election judges, and/or City Clerk employees.

- Ballot packets will be mailed at the non-profit postage rate. Per the instructions of the U.S. Postal Service, the out-going envelope containing the ballot packets will be clearly marked “RETURN SERVICE REQUESTED”, which will guarantee the return of undelivered mail to the City of Colorado Springs.
- City Clerk employees and election judges will scan all ballot packets returned as undeliverable. Undelivered ballots will be reconciled daily and stored in a designated secured room located in the City Clerk’s Office. Upon the completion of the election, the City Clerk will send the undeliverable ballot information to the El Paso County Clerk and Recorder.
- Colorado Springs ballot envelopes will utilize Intelligent Mail® barcode (IMb) technology to ensure ballots can be tracked to their destination and the reply envelope's return trip to the City Clerk's Office can be tracked.

F. PROCEDURES TO BE FOLLOWED TO ENSURE COMPLIANCE WITH APPLICABLE LAWS; INCLUDING THE NAMES OF THOSE RESPONSIBLE FOR EACH STAGE OF THE PROCESS:

- The Colorado Springs City Clerk is the designated election official for the administration of the election and will establish detailed policies and procedures for each stage of the mail ballot process, including but not limited to: preparing and mailing the ballot packets, receiving and scanning ballots, assisting walk-in voters, counting of the ballots, and other issues which may arise in conjunction with the election. The established procedures will assure compliance with applicable state statutes and other governing regulations.
- The City Clerk, with the assistance of the Deputy City Clerk, will supervise the City Clerk staff and election judges. The City Clerk, with assistance from the Deputy City Clerk, will also work with the City Office Services staff. The responsibilities will include the following:
 - c. City Clerk staff and election judges who work in the mail ballot process are required to attend a training session conducted by the City Clerk or Deputy City Clerk. The training session will cover applicable laws, and the statutory requirements, processes, procedures, and equipment to be utilized during the mail ballot election. Additionally, the training sessions will address the duties and responsibilities specific to all functions of the mail ballot process. Oaths are then given to the election judges affirming their understanding of the election statutes, rules, and procedures, as applicable to their assigned duties and functions.
 - d. Office Services staff in teams of two (2) employees will be responsible for the daily collection of returned envelopes from the Post Office. City Clerk employees and election judges will receive ballots hand-delivered by a team of two (2) Office Services employees to the City Clerk’s Office
 - e. City Clerk employees will be responsible for helping voters who appear in person at the City Clerk’s Office requesting a ballot. The employees will verify

voter eligibility from the voter list supplied by the El Paso County Clerk and Recorder. Upon receipt of the appropriate paperwork, an initial or replacement ballot will be issued.

- f. The City Clerk's Office will receive a preliminary voter list containing all voters in El Paso County including those voters registered as UOCAVA voters. This list will be used to prepare the initial ballot mailing that will send ballots to all active voters within the city limits of Colorado Springs. Later, a supplemental list and daily updates are received from the El Paso County Elections Department. These updates can result from changes made by the El Paso County Elections Department or from changes made directly with the Colorado Secretary of State's website <http://www.govotecolorado.com>. These updates allow the City Clerk's Office staff to maintain an up-to-date voter list and ensure each eligible voter receives a ballot. All changes that occur during this period that affect a voter's address, precinct or voter status may trigger the issuance of a new ballot that will automatically be mailed to the voter. The City Clerk's Office continues to receive updates up until seven (7) days prior to the election. At that point, there is not enough time to mail out a ballot and expect the voter to have enough time to vote and mail the ballot back. During the seven (7) days prior to the election, an El Paso County Clerk and Recorder staff member will be in the City Clerk's Office to assist voters with voter registration updates so that ballots can be issued to voters in person.
- g. An electronic list of returned and undeliverable ballots will be generated each day. This list will contain the statewide voter id, name, registered address, mailing address, precinct, city district, and date ballot was received by the City Clerk's Office. This list is available for purchase by anyone who establishes an escrow account from which report fees are collected. This electronic list is available by 9:00 AM each day and contains information for ballots received the previous day.
- h. A summary report of returned and undeliverable ballots will be generated each day. This report will show basic information about number of ballots mailed, ballots issued from the City Clerk's Office, and ballots returned or received as undeliverable. This report will be available by 9:00 AM each day and will be posted to the City Clerk's election website.
- i. Runbeck Election Services and Election Systems & Software (ES&S) were awarded the contracts for the 2019 Municipal and possible Mayoral Run-Off elections; this meets all municipal procurement regulatory requirements. The Runbeck Election Services contract includes printing of the vote-by-mail ballot packets, the mailing of the vote-by-mail packets and ballot-on-demand system for printing ballots issued in person. The ES&S contract includes use of an optical scanner for ballot counting, accessible voting units, hardware and software for signature verification, and other required items.
- j. Colorado Bureau of Investigation (CBI) background checks will be conducted on key City Clerk employees and all election judges. The City Clerk will obtain

background checks from ES&S employees contracted to assist with the elections.

- k. Ballot pre-processing may, at the earliest date, commence on March 8, 2019. Counting and tabulation may, at the earliest date, commence on March 18, 2019. Results will not be released until after 7:00 PM, April 2, 2019. This will also apply to the corresponding times and dates in the event of a potential Mayoral Run-off Election.
- l. Electors who do not receive a ballot, or spoil or lose a ballot, may be issued an initial or replacement ballot upon receipt of the appropriate documentation during standard business hours beginning March 8, 2019 until 7:00 PM on April 2, 2019. This will also apply to the corresponding time and dates in the event of a potential Mayoral Run-off Election.
- m. City Clerk staff will be responsible for posting the Notice of Election at drop-off locations no later than March 8, 2019. This will also apply to the corresponding date in the event of a potential Mayoral Run-off Election.

G. PROCEDURES TO ENSURE BALLOT SECURITY AT ALL STAGES OF THE PROCESS:

- A locked and secured vault and designated rooms located in the City Clerk's Office will be used to store election materials, including ballots, throughout the duration of the election. Access to the vault and designated rooms is restricted to full-time City Clerk employees and specifically assigned election judges.
- Ballots returned by the U.S. Postal Service as undeliverable will be stored in a designated secured room located in the City Clerk's Office. The scanning room, also located in the City Clerk's Office, will be locked and secured at the end of each business day. Ballot processing and counting will occur in a secured room located in the City Administration Building directly across the hall from the City Clerk's Office. The City Clerk and Deputy City Clerk will have the access cards to unlock the door to the processing and counting room and may authorize Clerk staff to use the cards as needed.
- Processing and counting of the ballots will be recorded using video surveillance cameras which will operate twenty-four (24) hours a day throughout the duration of the election. A copy of the security footage will be retained during the thirty (30) day appeal period. In addition, the City Administration Building is secured twenty-four (24) hours a day, seven (7) days a week, through a contracted security company.
- City employees and election judges will handle ballots, to include ballots picked-up at the Post Office. Two (2) members from the City's Office Services Department will retrieve returned ballot envelopes daily from the Post Office and bring them directly to the City Clerk's Office for processing. A Transmittal Audit Log will be signed by the Office Services employees delivering the ballots and by the City

Clerk employees receiving the ballots. The Transmittal Audit Logs will be maintained and available for public review.

- When a voter personally returns a voted ballot envelope to any of the designated drop-off locations, a City Clerk employee or election judge will have the voter place the ballot into a sealed ballot box. The sealed ballot box will be located in an area easily accessible to the voter and monitored by City Clerk employees or election judges at all times.
- Ballots will be processed by City Clerk employees and election judges working in teams of two (2) or more at all times. Starting with signature verification of the return envelope, each major step of the process is logged and verified on an Audit Log which includes the initials of the processing team to document the chain of custody. After each major step, the ballots are wrapped and sealed using a single-use, numbered seal. When the next major step begins, the seal must be cut and the serial number verified against the Audit Log which is sealed with the ballots to confirm no tampering has occurred to the enclosed ballots. For the entire process, ballots are stored in secure locations in a wrapped and sealed container using the single-use, numbered seals to ensure ballot integrity. All Audit Logs will be maintained and available for public review.
- Election management system
 - a. The City will create individual user accounts that are associated and identified with each individual user of the election management system.
 - b. The City will restrict access to each individual user account with a unique password known only to each individual user. Authorized users must access the signature verification system using their individual user account and unique password.
 - c. The database for the election management system will be located on a secure server in the City's data center.
 - d. The election vendors will not have administrative or user access to the City's election management system.
 - e. Users of the election management system will be restricted to areas in which they have direct responsibilities and excluded from all other areas.
- Signature Verification equipment
 - a. The signature verification equipment will be connected to a closed network that is isolated from the rest of the City's network and will have no connectivity to the internet.
 - b. The system and application passwords and/or PINs used to access the signature verification equipment and application will be changed from the vendor default upon delivery and installation.
 - c. Only election officials or authorized vendor representatives will operate the signature verification equipment.
 - d. The signature verification equipment is located in a secured room which is locked when not in use.
 - e. The City will create individual user accounts that are associated and identified with each individual user of the signature verification system.

- f. The City will restrict access to each individual user account with a unique password known only to each individual user. Authorized users must access the signature verification system using their individual user account and unique password.
- Ballot-on-Demand equipment
 - a. The ballot-on-demand equipment will be connected to a closed network that is isolated from the rest of the City's network and will have no connectivity to the internet.
 - b. The City will change system and application passwords and/or PINs used to access the ballot-on-demand system will be changed from the vendor default upon delivery and installation.
 - c. Only election officials or authorized vendor representatives will operate the ballot-on-demand equipment.
 - d. The City will store the ballot-on-demand laptop and unused paper ballot stock in a secured area when the system is not in use.
 - e. The City Clerk will retain damaged, misprinted, or unusable ballots as election records.
- Accessible Voting equipment
 - a. The accessible voting equipment will not be connected to any network during the election and will operate in a stand-alone fashion.
 - b. All unneeded ExpressVote® USB ports will be covered with tamper-proof seals.
 - c. The accessible voting equipment will produce a scannable paper ballot as a result of a voter selecting and confirming their voting selections.
 - d. The accessible voting equipment will not tabulate votes.
 - e. The election programming for the accessible voting equipment is contained on a USB device that will be locked behind a panel during normal operation.
 - f. When the accessible voting equipment is not in use, the USB device will be stored in a secured location.
 - g. Only election officials or authorized vendor representatives will prepare the accessible voting equipment for each day's use.
 - h. The City will keep the accessible voting equipment in a secured area which will be locked when the system is not in use.
- Ballot Tabulation/Digital Scanner equipment
 - a. The ballot tabulation equipment will not be connected to any network during the election and will operate in a stand-alone fashion.
 - b. Only election officials or authorized vendor representatives will operate the ballot tabulation equipment.
 - c. The City will place a seal over each flash card slot, door, access panel, and accessible port.
 - d. The City will record the serial number of every seal on the appropriate chain-of-custody log. Two (2) election officials must verify, and indicate by signing and dating the chain-of-custody log, that the serial numbers match the logged serial numbers.
 - e. Before any seal is removed, two (2) election officials will verify the existing seal serial number matches the chain-of-custody log.

- f. Before any panel or port is resealed, two (2) election officials will record the serial number of the new seal on the chain-of-custody log. Two (2) election officials must verify, and indicate by signing and dating the chain-of-custody log, that the serial numbers match the logged serial numbers.
- g. The City will create a data backup of the tabulation equipment onto a USB device at the end of each day's tabulation.

H. PROCEDURES FOR SIGNATURE VERIFICATION:

- Voter signatures on the returned envelopes will be simultaneously captured and automatically verified during the envelope scanning process. City Clerk employees and election judges will analyze signatures not approved by the signature verification system. Election Judge Signature Verifiers will be trained and given techniques for identifying variances for signature verification; they will be assigned to the Signature Verification Room to oversee the signature comparison process. Envelopes returned with questionable or missing signatures will be categorized as challenged and will be separated from the assigned batch for further review and action.
- If the signature is questionable, a letter will be sent to the voter explaining the discrepancy. A form will be included for the voter to confirm that a ballot was returned. The voter may fax, email or bring the form to the City Clerk's Office. The voter will be notified that failure to return the form to the City Clerk by 5:00 PM on the eighth (8th) day after Election Day will result in the ballot being rejected and not counted. The Resolution Board will review all outstanding challenges. If the Resolution Board concludes that a signature is invalid, or if the elector confirms the signature is not theirs, all documentation may be forwarded to the Colorado Springs City Attorney and Colorado Springs Police Department for criminal investigation. Rejected envelopes will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report.
- Envelopes not properly completed (signature missing) will be marked as incomplete. The City Clerk, or designee, will attempt to contact the voter by sending a letter notifying the voter of the deficiency and offer the voter an opportunity to correct the incomplete ballot information. If the correction is not made by 5:00 PM on the eighth (8th) day after Election Day, the ballot envelope will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report.
- Ballots associated with voters that are "ID Required" will be separated from the assigned batch for further review and action after signature verification is complete. Voters that are "ID Required" must provide a copy of identification in the same envelope with their ballot but located outside the secrecy sleeve. Each of these envelopes will be opened by a team of two (2) election officials to confirm if a copy of identification is enclosed. Those that provide proper identification will be marked as such and sent on to be counted. The City Clerk, or designee, will attempt to contact those voters that do not provide identification and offer the voter an

opportunity to provide proper identification. If proper identification is not provided by 5:00 PM on the eighth (8th) day after Election Day, the ballot envelope will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report. Upon completion of the election, the City Clerk will send a copy of elector provided identification to the El Paso County Clerk and Recorder.

I. PROCEDURES TO ENSURE PRIVACY OR SECRECY OF THE BALLOT:

- A secrecy sleeve will be provided in each ballot packet with instructions for the voter to place their voted ballot in the secrecy sleeve prior to returning the ballot to the City Clerk's Office. The pre-processing step provides a step-by-step procedure to take apart the returned ballot package to ensure that the voter information and the voted ballot are never visible at the same time to maintain the secrecy of each vote. The first step is to remove each of the voted ballots contained in a secrecy sleeve from the return envelope. The return envelopes, which contain voter information, are then bundled and set aside. Next, the secrecy sleeve and voted ballot are separated. The secrecy sleeves are bundled and set aside. Finally, the ballot stub is removed from the voted ballot. The stubs are bundled and set aside. At this point, the voted ballots have no identifying information and are ready to be counted. All envelopes, sleeves, and stubs are stored in a secure location separate from the ballots prior to counting.
- UOCAVA voters who elect to vote electronically by email or fax must complete a form that affirms they voluntarily waive their right to a secret ballot since the transmitted ballot must be viewed to be duplicated to an actual ballot prior to counting. Electronically voted UOCAVA ballots will be verified and duplicated on to a scannable paper ballot by City Clerk employees and election judges, working in teams of two (2) at all times, and then processed in the same manner as other ballots returned by mail.

J. PROCEDURES TO RECONCILE BALLOTS ISSUED, BALLOTS RECEIVED, DEFECTIVE BALLOTS, AND REPLACEMENT BALLOTS:

- City Clerk employees and election judges will be responsible for electronically scanning and coding ballots that are challenged or rejected (i.e. Refused to Vote, Signed by Power of Attorney, not signed, etc.). Other ballots may be challenged or canceled automatically (i.e. ballot canceled because voter moved out of city, etc.) These challenged, rejected and cancelled ballots will be reconciled against the Challenged Ballot report at the close of business each day. In the event that both a replacement ballot and the original ballot are received, City Clerk employees and election judges will be instructed to count the first ballot received. The other ballot envelope will be marked as rejected, stored in a secure location and not counted. The rejected ballot will be marked in the database and will appear as such on the Challenged Ballot report.
- All ballots issued from the City Clerk's Office through a direct interaction with a voter (or due to a form a voter has mailed, faxed or emailed to the City Clerk's Office) will appear on the Office-Issued Ballot report. This report will show

absentee ballots, replacement ballots, and ballots issued due to address change or status change (i.e. voter activation). For all ballot types, the report shall show the type of ballot issued, identifying voter information, the date the ballot was issued, and for replacement ballots, the original ballot number being replaced. Each day's paperwork will be reconciled against the Office-Issued Ballot report to ensure all required paperwork has been received and is complete.

- Once ballot counting begins, the total count of processed ballots for each batch will be reconciled against a computer generated report to verify that the database and counted ballots match. This reconciliation will occur at least once per day.
- All reports will be retained and available for public review.

K. SECRECY SLEEVE TO BE USED IN THE MAIL BALLOT ELECTION:

- The secrecy sleeve will include voter instructions and mail ballot drop-off locations. The contents of the secrecy sleeve will be similar to the one used in the 2017 General Municipal Election.

L. TIMETABLE FOR CONDUCT OF ELECTION:

- See Municipal Election Calendar attached.

M. PROCEDURES TO ENSURE ACCURATE TABULATION

- Logic and Accuracy (L&A) testing on the vote tabulation scanner is completed before and after each election. The L&A team is comprised of one (1) representative from the City Auditor's Office, City Attorney's Office and City IT Office. The pre-election L&A involves the three (3) member team observing the ballot tabulation scanner being set to zero (0) vote totals. One-by-one, the members' individually pre-marked test ballots are scanned and the scanned vote totals are checked against the members' own vote tally of the marked ballots. If the numbers of the scanned ballots match the record of vote totals, the member part is complete. If the numbers do not match, the scanner is set back to zero (0) and the marked ballots are re-scanned. This process continues until the numbers match or the problem is corrected. Upon completion of the testing procedures on the three (3) sets of test ballots, the L&A team observes the tabulation scanner being set to zero (0). The L&A team then attaches tamper-proof numbered seals to the appropriate places on the vote tabulation scanners and records those seal numbers. The L&A team then signs a document stating the voting tabulation machine was tested, noting the day, time, and machine seal numbers. The team records the seal number that will be used to secure their testing materials. The test ballots and materials are sealed in a metal box and stored in the vault in the City Clerk's Office. The post-election L&A test is completed by the same three (3) member team. The process involves the voting tabulation scanner being set to zero (0) and the scanning the same test ballots following the same procedures mentioned above.

COLORADO SPRINGS




April 2, 2019 Municipal Election

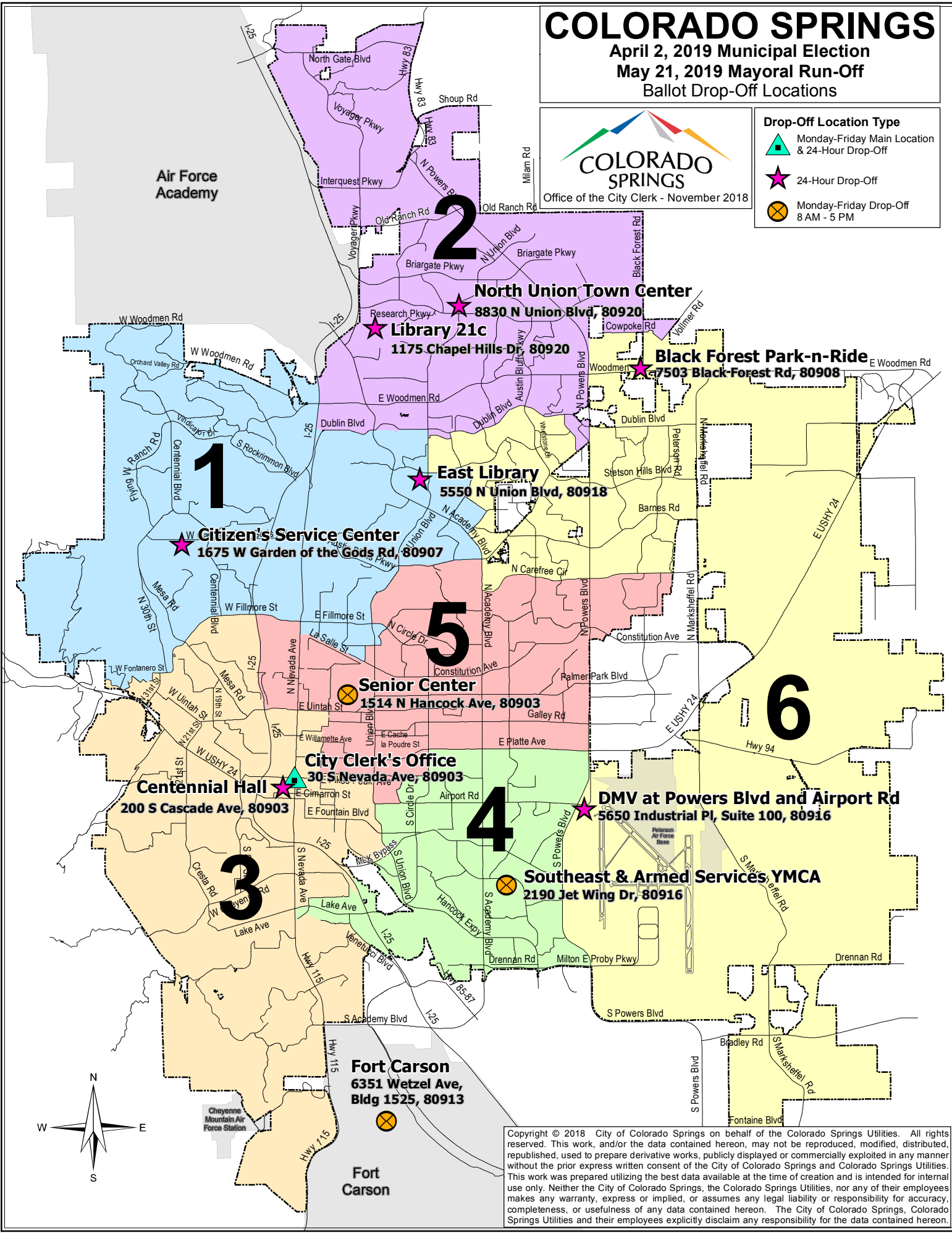
May 21, 2019 Mayoral Run-Off

Ballot Drop-Off Locations



Office of the City Clerk - November 2018

- Drop-Off Location Type**
-  Monday-Friday Main Location & 24-Hour Drop-Off
 -  24-Hour Drop-Off
 -  Monday-Friday Drop-Off 8 AM - 5 PM



Air Force Academy

1
Citizen's Service Center
 1675 W Garden of the Gods Rd, 80907

3
Centennial Hall
 200 S Cascade Ave, 80903

Fort Carson
 6351 Wetzel Ave, Bldg 1525, 80913

Fort Carson

2

Library 21c
 1175 Chapel Hills Dr, 80920

East Library
 5550 N Union Blvd, 80918

5
Senior Center
 1514 N Hancock Ave, 80903

City Clerk's Office
 30 S Nevada Ave, 80903

4

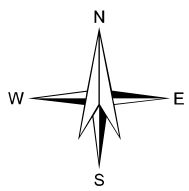
Southeast & Armed Services YMCA
 2190 Jet Wing Dr, 80916

2
North Union Town Center
 8830 N Union Blvd, 80920

Black Forest Park-n-Ride
 7503 Black Forest Rd, 80908

DMV at Powers Blvd and Airport Rd
 5650 Industrial Pl, Suite 100, 80916

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CITY OF COLORADO SPRINGS
SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL
GENERAL MUNICIPAL ELECTION MAIL BALLOT CALENDAR

DATE	ITEM	REFERENCE
October 1, 2018 November 1, 2018 December 3, 2018	Report of Contributions and Expenditures due	Code § 5.2.203(G)
December 11, 2018 (last council meeting before the 12/24 deadline)	Mail Ballot Plan to be approved by City Council	Code § 5.1.113
January 2, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
January 2, 2019 First Day to File Nomination Petitions	Nomination petitions may be circulated by candidates (within 10 days after filing affidavit of independent candidacy form and nominating petition, council candidate must file Substantial Private Business Interests form)	Code § 5.1.106
January 2, 2019	Charter amendments presented by petition due	CRS § 31-2-210 (1)(a)(III)
January 15, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
January 22, 2019 Last Day to File Nomination Petitions	Nomination petitions and Affidavit of Independent Candidacy due to City Clerk (within 10 days after filing affidavit of independent candidacy form and nominating petition council candidate must file Substantial Private Business Interests form)	Code § 5.1.106
January 22, 2019	Last day for Council to adopt charter amendments, electoral ordinances and referred measures on 1st reading.	Code § 5.1.104
January 25, 2019	Last day to amend nomination petition to correct signature line deficiencies for petitions filed by the filing deadline.	Code § 5.1.106
January 25, 2019	Last day for candidates to withdraw from nomination	Code § 5.1.107
January 25, 2019	Last day for write-in candidate to file affidavit of intent	Code § 5.1.103
January 25, 2019	Draw names for ballot position	Charter § 11-60

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DATE	ITEM	REFERENCE
February 1, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
February 1, 2019	Deadline for elected city officer to notify City Clerk they intend to run for another city office	Charter § 2-10(e)
February 2, 2019	Deadline for elected city officer to notify City Clerk they will withdraw their intent to run for another city office.	
February 2, 2019	Certify the list of candidates and ballot questions to City Council	Code § 5.1.127(A)
February 15, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
February 15, 2019	Deadline to send active military and overseas citizens ballots	Code § 5.1.119(E)
February 15, 2019	Deadline to file pro-con statements on TABOR Issues	Colo. Const. Art. X, Sec 20(3)(b)
March 1, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
March 1, 2019	Last day to receive a preliminary list of registered voters from El Paso County Clerk and Recorder	Code § 5.1.115(A)
March 1, 2019	Deadline to mail TABOR Notice	Charter § 7-90(c)(2) Colo. Const. Art. X, Sec 20(3)(b)
March 8, 2019	Post Election Notice at Mail Ballot Drop-Off locations (Candidate Names and Ballot Questions)	Code § 5.1.114
March 8, 2019	Publish Election Notice (Candidates Names and Ballot Questions)	Code § 5.1.127(C)
March 8, 2019	First day ballots may be issued from the City Clerk Office	Code § 5.1.116(G)
No earlier than March 8, 2019 No later than March 18, 2019	Mail Ballot Packets to Active Registered Voters	Code § 5.1.116(H)
March 8, 2019	Pre-processing of ballots may begin	Code § 5.1.118(B)
March 13, 2019	Last day to receive a supplemental list of registered voters from El Paso County Clerk and Recorder	Code § 5.1.115(B)

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DATE	ITEM	REFERENCE
March 15, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
March 18, 2019	Counting of ballots may begin	Code § 5.1.123
March 26, 2019	Last day to file application for an absentee ballot	Code § 5.1.119(B)
March 29, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)
April 2, 2019	ELECTION DAY	
April 10, 2019	Deadline for return of military and overseas citizens ballots.	Code § 5.1.119(E)
April 10, 2019	Deadline to correct issues related to self-affirmation signatures and missing ID for ballots returned by 7 PM on Election Day.	Code § 5.1.121(B),(C),(E)
April 12, 2019	Last day to canvass returns.	Code § 5.1.126
April 12, 2019	Publish any adopted initiated ordinances	Charter § 12-60(b)(2)(i)
April 16, 2019	Oath of Office for Mayor if no runoff election required Oath of for At-Large Councilmembers	Charter § 2-10(c)
April 22, 2019	Last day to file certified copy of adopted Charter amendments with Secretary of State.	CRS § 31-2-208
May 2, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(G)

CITY OF COLORADO SPRINGS
SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL
POTENTIAL MAYORAL RUN-OFF ELECTION MAIL BALLOT CALENDAR

DATE	ITEM	REFERENCE
April 11, 2019	Draw Names for ballot position for Run-Off Election	Code § 5.1.129(E)
April 15, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(H)
April 19, 2019	Last day to receive a preliminary list of registered voters from El Paso County Clerk and Recorder	Code § 5.1.115(A)
April 26, 2019	Post Election Notice at Mail Ballot Drop-off locations	Code § 5.1.114
April 26, 2019	Publish Election Notice	Code § 5.1.127(C) Code § 5.1.129(B)(3)
April 26, 2019	First day ballots may be issued from the City Clerk Office	Code § 5.1.116(G)
No earlier than April 26, 2019 No later than May 6, 2019	Mail ballot packets to Active Registered Voters	Code § 5.1.116(H)
April 26, 2019	Pre-processing of ballots may begin	Code § 5.1.118(B)
May 1, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(H)
May 1, 2019	Last Day to receive a supplemental list of registered voters from El Paso County Clerk and Recorder	Code § 5.1.115(B)
May 6, 2019	Counting of ballots may begin	Code § 5.1.123
May 14, 2019	Last day to file an application for absentee ballot	Code § 5.1.119(B)
May 17, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(H)
May 21, 2019	Election Day	Code § 5.1.129(A)
May 29, 2019	Deadline to correct issues related to self-affirmation signatures and missing ID for ballots returned by 7PM on Election Day.	Code § 5.1.120(C) Code § 5.1.121(C-E)
May 31, 2019	Last day to canvass Mayoral Run-Off election results	Code § 5.1.129(F)
June 4, 2019	Oath of Office for Mayor	Charter § 2.10(c)
June 20, 2019	Report of Contributions and Expenditures due	Code § 5.2.203(H)