

Littleton Election Commission Meeting Minutes  
January 16, 2015

The Election Commission meeting was called to order at 9:00 am.

The roll was called - Committee Chair Norton, Committee Member Hershey and Committee Member Crowley were all in attendance.

Also in attendance was City Attorney Kristin Schledorn.

Chair Norton said that they need to discuss the special election coming up on March 3, 2015. Chair Norton explained that under the Municipal Election Code, the Election Commission determines and authorizes some things that, in municipalities that don't have an Election Commission, would normally be done by the council. These include determining that the election be conducted as a mail ballot election and authorizing the use of an electronic voting system for the printing, stuffing, mailing, and counting of ballots. The Municipal Election Code notes that many of the election responsibilities normally would be done by the city clerk. Chair Norton suggested the Commission authorize the Election Commission Chair, the city clerk, on the behalf of the Commission to perform the duties for the election. Then the city clerk would provide updates to the Commission either weekly or daily as the Commission desired.

The Commission discussed the various duties required. Appointing Election Judges will be done by the Commission. Commissioners determined it was reasonable to delegate the city clerk with oversight by the Commission. City clerk will send weekly updates via email to the Commission.

Carol Brzeczek asked if the Commission would take public comment. After discussion she was allowed to comment. Ms. Brzeczek had concerns that the Election Commission hadn't been involved earlier in the process. She asked the Commission to have Council involve Arapahoe County in running the election. She asked the Commission to also look at the process that was followed regarding the second ballot initiative.

The Commissioners discussed the history of previous municipal elections run by the city. The previous election run by the city was done by the former City Clerk regarding Walmart. There were no issues that arose from that municipal election. Chair Norton told the Commission she is fully confident that with the resources she has the running of the election will not be a problem.

The Commissioners discussed the process of verification of voter's signatures. Arapahoe County verifies signatures in elections using Statewide Colorado Registration and Election Assessment (SCORE) through the Colorado Secretary of State, however in municipal elections verification of signatures is not required under the Municipal Election Code. Chair Norton said even though signatures would not be verified there would be a level of attention to matching registered electors names to signatures.

A vendor will be used to print, stuff and mail the ballots, under the supervision of the City Clerk.

1 Registered voter list will be from Arapahoe, Jefferson and Douglas Counties and because of the  
2 newest legislation that voters' can register on the day of the election and still vote, there would  
3 be a supplement to the original list and possibly a second mailing of ballots.  
4

5 The Commission discussed how the election judges would be appointed. Arapahoe County has a  
6 list of 20 to 22 election judges with previous experience. There will be a total of 12 judges  
7 appointed. There will be a minimum of three judges on site Monday through Friday, 8:00 am to  
8 5:00 pm, starting on Wednesday, February 11. On election day, there will be four to six election  
9 judges on site from 6:00 am until counting of ballots is completed.  
10

11 Commission Member Hershey questioned the process of the second ballot initiative that Council  
12 followed. The Commission and City Attorney Schledorn discussed the amended ordinance and  
13 challenges to its adoption.  
14

15 Commission Member Crowley moved to conduct the March 3, 2015 special election as a mail  
16 ballot election pursuant to the Municipal Election Code, and to authorize the city clerk, as the  
17 chairperson of the Election Commission, to perform, on behalf of the Election Commission, its  
18 duties under the Municipal Election Code, including, but not limited to, handling voter  
19 registration; providing notice of the election; providing necessary forms; supervising the  
20 distribution, handling, and counting of ballots; preparing the abstract of votes; conducting the  
21 canvass of votes; preparing the certificate of election; conducting any necessary recounts; and  
22 taking necessary steps to protect the confidentiality of ballots cast and the integrity of the  
23 election.  
24

25 Chair Norton seconded the motion and all voted in favor of the motion.  
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27 Second item on the Agenda - Contract with Integrated Voting Solutions, Inc. was discussed by  
28 the Commission. Chair Norton polled several municipalities and Integrated Voting Solutions  
29 comes highly recommended. Commissioners discussed the process of printing, stuffing and  
30 mailing the ballots by the vendor. Commission Member Hershey asked the estimated cost for  
31 the election, which Chair Norton said the election costs could be \$34,000 or greater.  
32

33 The Commission discussed what the election judges are paid for their services. Chair Norton  
34 told the Commission that a conference room on the second floor of the Littleton Center will be  
35 used for the election judges. It will be secure at all times.  
36

37 Commission Member Hershey moved to authorize the use of an electronic voting system and to  
38 approve the use of Integrated Voting Solutions, Inc. for the portion of the system involving the  
39 printing, stuffing and mailing of ballots, all of which will be done under the supervision of the  
40 city clerk, as the chairperson of the Election Commission.  
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42 Commission Member Crowley seconded the motion and all voted in favor.  
43

44 Chair Norton said the last agenda item is the election judges. She has a list of qualified election  
45 judges from Arapahoe County. The judges will oversee the ballots and will be available to help  
46 voters that require assistance.

1  
2 The Commission discussed setting another meeting to appoint the election judges. It was  
3 determined to meet the first week of February after calendars were coordinated.  
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5 Being no further business, the meeting was adjourned at 9:53 a.m.