



From: Colleen L. Norton, Acting City Clerk  
Date: Week of January 19, 2015 through January 23, 2015  
Re: March 3, 2015 Special Election progress update

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### **Items Completed**

- Entered into services agreement with Integrated Voting Solutions for design, printing, stuffing and mailing of ballots. Process to be supervised by Election Commission Chairperson
- Entered into professional services agreement with consultant to assist with day-to-day aspects of the election, under the supervision of the Election Commission Chairperson
- Scheduled next meeting of the Election Commission on February 5, 2015 for the purpose of appointing election judges
- Scheduled meeting for February 10, 2015 with consultant for purpose of training election judges
- Worked with Integrated Voting Solutions (IVS) to design ballot

### **Items Pending for week of January 26, 2015**

- Send invitations to potential election judges, from list provided by Arapahoe County
- Finalize ballot design with IVS
- Pre-request up-to-date registered elector list(s) from Arapahoe, Jefferson and Douglas counties to be picked up on February 2, 2015

### **Items Pending beyond week of January 26, 2015**

- Set up secure room to house ballots, election judges and miscellaneous election workers for the duration of election (ready by Thursday, February 12, 2015; ballot counting to begin on Tuesday, February 17, 2015 through Tuesday, March 3, 2015)
- Request supplemental registered elector lists from Arapahoe, Jefferson and Douglas counties (on or before Wednesday, February 11, 2015)
- Prepare notice of election for posting at City Center, 2255 West Berry Avenue, Littleton, Colorado (posted no later than Friday, February 20, 2015)
- Prepare notice of election for publication in Littleton Independent (to run on Thursday, February 19, 2015)
- Prepare all signage for City Center, i.e. “no electioneering”, etc... and for election room

