



From: Colleen L. Norton, Acting City Clerk
Date: Week of January 26, 2015 through January 30, 2015
Re: March 3, 2015 Special Election progress update

Items Completed

- Received up-to-date registered elector databases from Arapahoe, Jefferson, and Douglas Counties
- Provided up-to-date registered elector databases to IVS for use in creating the electronic pollbook
- Reviewed Election Judge training materials provided by consultant
- Scheduled conference call with consultant to discuss edits to the Election Judge manual
- Coordinated date of install of new lock on Bill Black Library for the duration of the election (Acting City Clerk will have the only key)
- Sent invitations to potential election judges, from list provided by Arapahoe County
 - Received eleven (11) affirmative responses
- Finalized ballot layout with vendor, IVS

Items Pending for week of February 2, 2015

- Meeting of the Election Commission for the purpose of appointing Election Judges
 - Notify Election Judges and provide with necessary paperwork
- Election Judge training on February 10, 2015
- Create schedule of Election Judges based on daily needs.
- Swear in a number of City employees as Election Officials. These staff will be responsible for retrieving ballots from the Post Office and entering information into the electronic pollbook. These tasks may start as early as Tuesday, February 10, 2015. No ballots will be counted until February 17*, 2015 (31-10-911) and will only be counted by Election Judges.
- Visit vendor, IVS, to oversee stuffing and mailing of ballots
 - Once approved, ballots will be locked in a cage until Monday, February 9, 2015 at which time they will be delivered to the main distribution USPS location in Denver
- Purchase all supplies necessary to conduct day-to-day functions of the election
- Prepare all signage for City Center, i.e. “no electioneering”, etc... and for election room
- 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)

*Per 31-10-911, February 16, 2015 (15 days prior to the election) is the date when counting can begin. Because this is a holiday for the city employees, as well as the U.S. Postal Service, counting will begin the following business day.



Items Pending beyond week of February 2, 2015

- Request supplemental registered elector lists from Arapahoe, Jefferson and Douglas counties (on or before Wednesday, February 11, 2015)
- Provide list of supplemental registered electors to the vendor, IVS, for a second mailing of ballots
- Have replacement ballots available at the City Center (beginning February 9, 2015)
- Place ballot box inside the front door of the City Center in our reception area for drop-off of ballots (beginning February 9, 2015)
- Coordinate staff to work curbside drop off for ballots on Election Day (March 3, 2015)