

RESOLUTION NO. 02-09

A RESOLUTION AUTHORIZING A MAIL BALLOT ELECTION IN THE CITY OF GRAND JUNCTION REGULAR MUNICIPAL ELECTION ON APRIL 7, 2009, AUTHORIZING THE CITY CLERK TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH MESA COUNTY CLERK AND RECORDER AND APPROVING THE WRITTEN PLAN FOR THE CONDUCT OF A MAIL BALLOT ELECTION

RECITALS.

Pursuant to City Charter §3, the regular election for the City of Grand Junction is scheduled for April 7, 2009.

The City Council finds that conducting that election by mail ballot is the most efficient method for that election.

The City Council has designated the City Clerk as the Designated Election Official (DEO) for the special election.

The Mail Ballot Election Code, 1-7.5-101 et seq, C.R.S., specifically section 105, requires that the designated election official "shall notify the secretary of state no later than fifty-five days prior to the election. The notification shall include a proposed plan for the conducting the mail ballot election, . . ."

The Secretary of State has promulgated rules as to what is to be included in the plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

1. The Regular Municipal Election for the City of Grand Junction is scheduled for April 7, 2009 and will be conducted by mail ballot.
2. That the City Clerk is hereby authorized to enter into an Intergovernmental Agreement with the Mesa County Clerk and Recorder for the conduct of said election.
3. The attached "Written Plan for the Conduct of a Mail Ballot Election" is approved for the April 7, 2009 Regular Election and that the City Clerk as the Designated Election Official be directed to submit such plan to the Secretary of State.

Approved this 5th day of January, 2009.

/s/: Gregg Palmer
President of the Council

ATTEST:

/s/: Stephanie Tuin
City Clerk

**WRITTEN PLAN FOR THE CONDUCT OF A
MAIL BALLOT ELECTION**

SUBMITTED BY: Stephanie Tuin, MMC, City Clerk

ELECTION ADMINISTRATOR FOR: City of Grand Junction

1. **LEGAL NAME OF JURISDICTION:** City of Grand Junction
2. **TYPE OF JURISDICTION:** A Home Rule Municipality
3. **DESCRIPTION OF ELECTION TO BE HELD:** Regular Municipal Election to be held on Tuesday, April 7, 2009
4. **AUTHORITY TO HOLD THIS ELECTION:** 31-10-101 et seq., C.R.S. and Article II, Secs. 3 through 25, City of Grand Junction Charter
5. **ESTIMATED NUMBER OF ELECTORS:** 27,821 active registered voters
6. **NAME OF CHIEF ELECTION ADMINISTRATOR:** Stephanie Tuin, City Clerk
7. **COUNTY CLERK AND RECORDER WILL:** (1) Assist in candidate nomination petition verification (completed in January), (2) Appoint and train all election judges and deputy clerks, (3) Prepare and mail ballot packets, including absentee ballots, (4) Receive and process all returned ballots, and (5) Count and tabulate the votes. The City Clerk has by Intergovernmental Agreement delegated and transferred to the County Clerk all power, authority and duties of a designated election official for this municipal election. In summary, the City Clerk will work with the candidates for election and certify the ballot content to the County Clerk. At that point, the County Clerk will take over responsibility for the election. The City Clerk will retain responsibility for working with the candidates on Fair Campaign Practices Act filings and candidates will still file all reports with the City Clerk. The City Clerk will resume responsibility for the election, once the votes have been tabulated.
8. **NUMBER OF PLACES OF DEPOSIT:** Four – see list attached as Exhibit “A”
 - The ballot box in the City Clerk’s Office is on the first floor of City Hall, 250 N. 5th Street and is easily accessible from the 5th Street entrance. The office is open from 7:30 until 5:30 Monday through Friday and will be open from 7:00 a.m. until 7:00 p.m. on Election Day, April 7, 2009. The ballot box will be monitored by an Election Judge at all times.
 - The Ballot Box located in the Mesa County Elections Office at 544 Rood Ave, Grand Junction, Colorado, will be accessible from 8:00 a.m. – 5:00 p.m. Monday thru Friday. The box will be located next to the front desk and will be monitored by at least one Deputy Clerk at all times. The box will be processed at the end of each business day.
 - The Ballot Box located in the Mesa County Clerk’s Office, Motor Vehicle Division at 2424 Highway 6&50, space 414, Grand Junction, Colorado, will

be accessible from 7:30 a.m. – 4:30 p.m. Monday thru Friday. The box will be located next to the dealer desk and will be monitored by at least one Deputy Clerk at all times. The box will be processed at the end of each business day.

- The Ballot Box located in the Mesa County Clerk's Office, Motor Vehicle Division at 2775 Highway 50, Grand Junction, Colorado, will be accessible from 7:30 a.m. – 4:30 p.m. Monday thru Friday. The box will be located on the corner of a desk and will be monitored by at least one Deputy Clerk at all times. The box will be processed at the end of each business day.

Regarding security measures taken:

- Ballot packages are prepared and stored in secured facilities by Election Division staff. Ballot packages are delivered to the mail handler sealed for mailing. The packages are then processed in accordance with USPS regulations and state statutory provisions.
- The ballots will be printed by Election Systems and Software located in Omaha, Nebraska or Fitje Brothers Printing in Colorado Springs. Mail ballot packet assembly will take place at Diamond Marketing in Omaha, Nebraska or Fitje Brothers in Colorado Springs. This process will be overseen and quality monitored by Sheila Reiner, Mesa County Elections Director and/or Jennifer Manzanares, Office Administrator at one of the above locations.
- Ballots, including pre-distribution and non-issued, will be kept in a locked room on secured premises at all times. All election materials, ballots, ballot boxes, transfer cases and computers will be monitored during utilization by election staff and placed under locked security each night. Only five keys to the critical ballot and materials areas exist, and those are held by permanent election staff. All empty ballot boxes and transfer cases will be witnessed before and during both sealings (first and second verifications), including the recording of seal numbers.
- Ballots will be coded according to City of Grand Junction Municipal District (ballot style A - E) for reporting purposes.
- At each drop off site (see **Exhibit "A"**) there will be a sealed ballot box. Each day the boxes will be delivered or picked up by deputized clerks or judges. The sealed ballot box containing returned ballots will arrive at the Mesa County Elections Office. Utilizing the Ballot drop off and seal number control sheet form, seal numbers will be verified by two election staff or election judges to ensure security of the ballots during transportation of the ballot boxes.
- The clerk assigned to watch the ballot box log will also be responsible for asking (if possible) that the return envelope is signed prior to the voter depositing their ballot. The clerks in the branch offices have other duties they are assigned. The box will be located in an area conducive to the

clerk being able to monitor the activities, but the clerk may not always be available to inspect the envelopes being deposited.

- All employees and election judges will be sworn in, affirming their adherence to the election statutes, rules and procedures. Observers (or watchers) will need to present completed forms, and the secured area is not accessible to the cleaning staff during the period of March 2nd through April 24th, 2009.
- Creation of ballot definition, election definition and tabulation will be programmed by Mesa County Elections Division staff members: Jennifer Manzanares, Office Administrator; Kim Redd, Elections Technician; and Tonja Veatch, Elections Coordinator. Mesa County Elections Director Sheila Reiner will oversee this process. No outside vendor will have access to the definition or tabulation software, firmware or hardware. The ballots and election will be defined by the Unity system, software version 3.0.1.1. The tabulation of ballots will be completed by the Elections System and Software Model 650, green light sensor, firmware version 2.1.0.0. This system was certified for use in the State of Colorado on April 4, 2008.
- Pursuant to Secretary of State Rule 11.2.4, Colorado Bureau of Investigations (CBI) background checks have been performed and confirmed to be clear of any felonies on all Elections Division staff. CBI back ground checks will be performed and confirmed to be clear of any felonies, prior to the assignment of election duties, for all temporary staff, Clerk and Recorder employees and county maintenance personnel.
- All aspects of security will be overseen by the entire elections staff: Sheila Reiner, Elections Director; Jennifer Manzanares, Office Administrator; Kim Redd, Elections Technician; and Tonja Veatch, Elections Coordinator.

The hours of operation are:

- The Elections Division (full service location) hours of operation are 8:00 a.m. – 5:00 p.m. Monday thru Friday except on Election Day, April 7, 2009, the hours of operation will be 7:00 a.m. – 7:00 p.m.
- The Motor Vehicle Division (drop box service only) hours of operation are 7:30 a.m. – 4:30 p.m. Monday thru Friday except on Election Day, April 7, 2009, the hours of operation will be 7:00 a.m. – 7:00 p.m.
- The City Clerk's Office (drop off site) hours are from 7:30 until 5:30 Monday through Friday and will be open from 7:00 a.m. until 7:00 p.m. on Election Day, April 7, 2009.

Addressing SOS Rule 12.9.3:

- Each drop location will have a log available to record the name and contact information of any person delivering more than five ballots. The log is attached to a clip board located near the ballot box. A clerk will be assigned to watch the box as people deposit their ballots; should an individual return more than five ballots, they will be asked to fill out the log. Pursuant to Secretary of State Rule 12.9.3, any eligible elector may deliver in person no more than 5 voted mail ballots. In addition to the log being present, a sign quoting in part C.R.S. 1-8-113 and Secretary of State Rule 12.9.3 for mail ballots.
- The Mesa County Clerk and Recorder locations will request that the voter drop their ballot directly into the ballot box

Hours of operation for the walk-in sites are addressed above.

9. **IF BALLOT PACKETS ARE RETURNED AS UNDELIVERABLE:** Undeliverable ballots will be tallied/recorded daily, entered as “REJECTED-UNDELIVERABLE” on the ballot distribution database, stored within the numerical receiving batch, in trays marked “Undeliverable”, and secured in a locked area accessible only by clerks/election judges/deputy clerks. These ballots will not be re-mailed, but a new ballot packet may be reissued to any addressee appearing in person at the Mesa County Elections Office, upon presentation of proper identification of registered elector and address.

Addressing SOS Rule 12.4.6 and 1-2-605(5), C.R.S.:

- Ballots will be mailed in accordance with both USPS and state statutory requirements, each envelope bearing “RETURN SERVICE REQUESTED”. This will guarantee return of “undeliverable” envelopes to the Mesa County Elections Office. If a new address is identified by the yellow USPS label, the Elections Office will comply with 1-2-605(5) C.R.S.
- Undeliverable ballots will be tallied/recorded on the Ballot Accounting Worksheet, entered as “REJECTED-UNDELIVERABLE” on the ballot distribution database, alphabetically slotted into trays marked “Undeliverable”, and secured in a locked area accessible only by clerks/election judges/deputy clerks. These ballots will not be re-mailed, but voters may obtain a reissued ballot by appearing in person at the Mesa County Elections Office, upon presentation of proper identification of registered elector and address. If the person has submitted a timely change of address form or the United States Postal Service returned the ballot for the reason of “temporarily away” or a mistaken forwarding order, the re-issued ballot may be mailed to the elector with a replacement ballot request form. The form would be enclosed with the ballot and return envelope marked “ENCLOSURES”.

Regarding replacement ballots:

That any eligible elector who spoils a ballot may obtain others, one at a time, not exceeding three in all, pursuant to 1-7-303, C.R.S.

- Instructions on how to obtain a replacement ballot will be included in the instructions to voters printed on the ballot to be substantially stated as below.

REPLACEMENT BALLOTS: Any elector who spoils, defaces or loses a ballot may obtain replacement ballots, one at a time, not exceeding three in all. If you spoil or deface your ballot, you may contact the Elections Office to obtain instructions for requesting a replacement ballot. Call 244-1662.

REPLACEMENT BALLOTS MAY BE OBTAINED ONLY AT THE Mesa County Election Division at the Old Mesa County Courthouse, 544 Rood Avenue, Suite 301-A, Grand Junction OFFICE DURING REGULAR BUSINESS HOURS 8:00 a.m. to 5:00 p.m. (Open 7:00 a.m. to 7:00 p.m. on Election Day).

Where the mailed replacement ballots will be stamped:

- Replacement ballots will be stamped on the return envelope with the words "REISSUE" and the word will not be stamped on the ballot but on the stub of the ballot.

Addressing SOS Rules 12.10 and 12.11:

- Requests for replacement ballots may be made in writing, mail, fax, telephone or in person. A Replacement Ballot Request form will be required pursuant to 1-7.5-107(3)(d)(l), C.R.S. If the request for replacement is made in person the form will be required to be completed prior to issuance of a new ballot. If the request is not made in person and the replacement ballot is mailed the Replacement Ballot Request form will be included with the reissued ballot and the word "ENCLOSURES" stamped on the return envelope. This stamp indicates to the receiving judge that a completed form is required to be present before the ballot can be counted.

- 10. HOW POSTAGE WILL BE HANDLED FOR BALLOT PACKETS RETURNED AS UNDELIVERABLE:** Ballots will be mailed in accordance with both USPS and state statutory requirements, each envelope bearing "RETURN SERVICE REQUESTED". This will guarantee return of "undeliverable" envelopes to the Mesa County Elections Office. If a new address is identified by the yellow USPS label, the Elections Office will comply with 1-2-605(5) C.R.S.
- 11. PROCEDURES TO BE FOLLOWED TO ENSURE COMPLIANCE WITH STATUTES AND RULES INCLUDING NAMES OF THOSE RESPONSIBLE:**
 - a) Planning and procedural meetings will be held involving the County Clerk, the Elections Director, the Election Division staff, the City Clerk, and City Clerk staff. Title 1, Article 7.5 C.R.S. and the Secretary of State's Rules and Regulations will be reviewed and explained for implementation and administration of the State's mail ballot process. The State Statutes and the rules and regulations will be administered under the direct supervision of Sheila Reiner, County Elections

Director, and Stephanie Tuin, the City Clerk. County Election Division staff will oversee temporary staff.

- b) Coordination and printing of any TABOR NOTICE will be supervised by Elections Director Shelia Reiner in accordance with Article X, Section 20(3)(b), with a mailing date no later than March 6, 2009.
- c) Absentee mail ballot applications will be processed for mail distribution on the date required by law and in accordance with the appropriate regulations. County Elections staff will process and issue absentee ballots.
- d) Mail ballot packages, including absentee ballots (routed to an address other than on file with the Clerk and Recorder), will be prepared in accordance with the mail ballot election law and under the supervision of County Clerk Janice Rich and City Clerk Stephanie Tuin.
- e) Mail ballot packages for each eligible voter will be prepared and mailed no later than March 23, 2009 to all "active voters" that did not request absentee ballots. The ballot distribution system is fully automated for issue, receipt and tracking of ballots. Mesa County Elections Director Sheila Reiner will oversee this process. See Exhibit "B".
- f) Each business day, ballot envelopes received or returned to the Elections Office will be date-stamped and tallied for recordkeeping. Each envelope will then be preliminarily verified (first verification) for completion of necessary information (including name, address, signature) and voter eligibility. The automated pollbook will be updated daily for each ballot received, indicating by code either accepted, rejected or undeliverable. Accepted ballot envelopes will be deposited into a tray bound in the receiving batch and kept in the secured and monitored ballot receipt room. Rejected or undeliverable ballot envelopes will be filed by receipt batch in trays in a locked room in a secured facility. Daily receipt, coding and securing of ballots will include those collected from each of the four designated drop off locations (see Exhibit "C" – BRANCH OFFICE MAIL BALLOT ACCOUNTING). Responsible persons for this process will be Director Sheila Reiner and employees of the County Elections Division Office.
- g) The official verification of ballots may begin on Saturday, March 28, 2009. Ballot boxes representing each day's receipt of accepted ballots shall be opened, the envelopes slit, and the ballot stub shall be removed, then the secrecy envelope is removed and the ballot shall be placed in a transfer case. All transfer cases will be sealed, numbers recorded and stored in a secured facility. County Elections Director Sheila Reiner will oversee this aspect of the election.
- h) The Mesa County Elections Division designated "distribution site" at the old Mesa County Courthouse will be open for issue of ballots to "inactive voters", or the reissue of ballots to those who have spoiled, lost, moved, or for some reason did not receive a ballot for the period of 25 days prior to the election, beginning on Monday, March 9, 2009, and each business day thereafter from 8:00 a.m. to 5:00 p.m. through Monday April 6, 2009 and on Election Day, April 7, 2009 from 7:00 a.m. until 7:00 p.m. Anytime that a replacement ballot is issued, or a ballot is

issued to an “inactive voter”, a REQUEST FOR BALLOT/REPLACEMENT BALLOT, or substantially-like form (see Exhibit “D”) sworn statement must be completed, with signatures gathered either in person at the County Elections Office or through the mail. Reissue ballots, or ballots issued to “inactive voters” through the mail will only be issued once a sworn statement has been received in accordance with 1-7.5-107(3)(d)(II) C.R.S.

- i) Mesa County Elections Office has flagged voters in compliance with SOS Rule 30.5, and SOS Rule 2.3. Envelopes of voters that are flagged as ID required in the voter registration system will have stamped clearly upon the front of their envelope the words “ID REQUIRED”. In addition to their envelope being stamped the ID required voters will also receive an additional insert in their mail ballot packet. See Exhibit “J”.

Printing the ballots:

- o The ballots will be printed by Election Systems and Software located in Omaha, Nebraska or Fitje Brothers Inc. in Colorado Springs, Colorado. Mail ballot packet assembly will take place at either Diamond Marketing in Omaha, Nebraska or at Fitje Brothers in Colorado Springs, Colorado. This process will be overseen and quality monitored by Sheila Reiner or Jennifer Manzaneras at one of the two locations.

Monitoring the walk in ballot box:

- o The ballot boxes will be monitored at all times by at least one Deputy County Clerk or City of Grand Junction Deputy Clerk.

Oaths of judges before processing any ballots:

- o The processing of ballots will be conducted at the Mesa County Elections Division Office. Any election judge hired for the processing of ballots will be given training and required to sign an oath prior to working in the ballot processing room.

Security of unvoted as well as the voted ballots:

- o The processed, voted ballots, voted ballots awaiting processing and storage of unused ballot stock will reside at the Mesa County Elections Division Office. All ballots will be kept in a secure room within the office. Any voted ballot being prepped for tabulation is additionally sealed inside transfer cases and counted prior to leaving a secured room and the count verified upon the opening of the transfer case in the tabulation room. After tabulation ballots are sealed inside storage boxes inside a secure room. Entrance to the Elections Division Office and into each room with-in the Elections Division is monitored and logged by proximity card readers allowing only authorized access.

Contact with the local postmaster to discuss the design, delivery and receipt of the ballots before ballot packages are mailed out:

- Jennifer Manzanares of the Mesa County Elections Division is responsible in the coordination all aspects of the mail ballot election with our local postmaster.

Ballot box seal numbers being logged and signed off on, every time a ballot box is opened or closed:

- At each drop off site (see **Exhibit “A”**) there will be a sealed ballot box. Each day the boxes will be delivered or picked up by deputized clerks or judges. The sealed ballot box containing returned ballots will arrive at the Mesa County Elections Office. Utilizing the Ballot Drop off and Seal Number Control Sheet Form, seal numbers will be verified by two elections staff or election judges to ensure security of the ballots during transportation of the ballot boxes. The Ballot Drop off and Seal Number Control Sheet Form includes date, judge’s initials, seal number, number of ballots received in the box and reason for opening. Additionally an initial area to seal the box backup verifying that there are no ballots left in the box and the new seal number.

Notice of election (signs) be posted at the office pursuant to 1-5-205(1.3) and 1-5-504.5, C.R.S.:

- Notice will be posted at least ten days prior to the election and until two days after the election in a conspicuous place in the office of the City Clerk pursuant to 1-5-205 (1.3), C.R.S. Since it is a mail ballot, polling place signs will not need to be posted pursuant to 1-5-504.5 C.R.S.

Return envelopes will remain sealed until at least ten days before Election Day:

- Preparation for counting ballots will begin on March 28, 2009, ten days prior to the election. Preparation for counting includes opening of the envelopes.

Number of judges and staff to take part in each job:

- At least two Deputy Clerks or Election Judges will take part in each job or process in the election. No one person is ever left alone to complete a task regarding the processing of mail ballots in an election.

How judges will separate the identifying information from voted ballot to keep the vote private:

- Mesa County Elections Division uses the following process to train their judges and staff in second verification. This process requires six persons per table.
 - Clear the workspace and only open one district at a time.
 - One team will open the envelope and expose the stub. Without

removing the ballot from the secrecy sleeve expose the ballot stub, if there is no secrecy sleeve, utilize an empty sleeve to maintain secrecy.

- One team will verify ballot stub numbers. Compare the stub numbers from the ballot to the ballot number issued (on the label of the return envelope). If the ballot number is the same as issued, one person will remove the ballot from the envelope. The other person of the team will remove the secrecy sleeve and pass the ballot to the next team. If the ballot number does not appear to be the one issued to the voter, leaving the stub exposed, place the entire ballot package in the provided bin for further investigation by another team.
- The next team will tear off stubs and unfold ballots. The third team will back fold the ballots (so they lay flat) and hand count into stacks of 20 and piles of 100. This count will be second verified by another team.
- Each transfer case must have the transfer control sheet set inside with ballots that includes the number of ballots, 2 judges initials present, and locked or sealed.

Preservation of records pursuant to 1-7-801 and 802, C.R.S.:

- Storage of all election records will be managed by Mesa County Elections. Municipal Election Records are retained pursuant to Municipal Election Law.

Self affirmation on return envelope pursuant to 1-7.5-107(3)(b.5)(l); warning on ballot pursuant to 1-7.5-107(3)(b), C.R.S.:

- The self affirmation on the return envelope is as below:

AFFIDAVIT OF VOTER
I state under penalty of perjury that I am an eligible elector; that my signature, name, and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".
X _____ Voter's Signature – (Signature Required)
TODAY'S DATE _____
*WITNESS _____
<small>* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.</small>

- There will be a warning included on the ballot as follows “WARNING: Any person who, by use of force or other means, unduly influences an eligible elector to vote in any particular manner or to refrain from voting, or who falsely makes, alters, forges, or counterfeits any mail ballot before or after it has been cast, or who destroys, defaces, mutilates, or tampers with a ballot is subject, upon conviction, to imprisonment, or to a fine, or to both.”

Regarding ballots sent to first time voters who registered by mail who have not previously submitted ID:

- Tracking these ballots:

Mesa County Elections Division has flagged voters in compliance with SOS Rule 30.5, and SOS Rule 2.3. Envelopes of voters that are flagged as ID required in the voter registration system will have stamped clearly upon their return envelope the words "ID REQUIRED".

- Treatment of those voter's ballots who do not submit a copy of their ID with their ballot:

Ballots that return without a copy of their ID enclosed will be treated as provisional ballots.

- Marking the return ballot for these voters pursuant to SOS Rule 12.4.9:

Envelopes of voters that are flagged as ID required in the voter registration system will have stamped clearly upon their return envelope the words "ID REQUIRED".

- Procedure to follow if ballot is returned without ID:

The ID Required ballot packets are separated when received. The ID Required ballots are processed separately when second verified. The verification judge will first check for an enclosed copy of ID. If the copy of the ID is found and is adequate the ballot is processed normally, opened, stub exposed, verified, separated from its envelope, removed from its secrecy sleeve, stub removed and back folded. If the copy of the ID is not found the ballot is stamped "PROVISIONAL" and processed as a provisional ballot.

- If counting ballots by machine, identify the type of equipment used including make and model software, and hardware version numbers.

The tabulation of ballots will be completed by the Elections System and Software Model 650, green light sensor, firmware version 2.1.0.0.

- Testing and backups to be run on machines

An internal test of each ballot style and each position within each style will be conducted as soon as the test deck is received. During the internal test a Hardware test will also be performed.

A public logic and accuracy test will be conducted the week of February 23, 2009 at 10:00 a.m. in the work room/tabulation room of the Mesa County Elections Division.

A post audit will be conducted within 10 days after the election.

A backup of the election definition will be made upon finalization of ballot PDFs and Election Definition for the 650s. This backup will be stored in a secure location off site.

A backup of the Election Results will be stored with the election records.

A copy of the Election Results will be provided to the City Clerk on Election night.

12. DESCRIBE PROCEDURES TO ENSURE BALLOT SECURITY:

- a) Ballot packages are prepared and stored in secured facilities by Election Division staff. Ballot packages are delivered to the mail handler where Election Division staff use equipment to seal the ballot packages. The packages are then processed in accordance with USPS regulations and state statutory provisions.
- b) Ballots, including pre-distribution and non-issued, will be kept in locked rooms on secured premises at all times. All election materials, ballots, ballot boxes, transfer cases and computers will be monitored during utilization by election judges and deputy clerks and placed under locked security each night. The area used for ballot processing adjoins the existing Elections Office, and Mesa County provides regular security. Only four keys to the critical ballot and materials areas exist, and those are held by election supervisors. All empty ballot boxes and transfer cases will be witnessed before and during both sealings (first and second verifications), including the recording of seal numbers. Entrance to the Elections Division Office and into each room with-in the Elections Division is monitored and logged by proximity card readers allowing only authorized access.
- c) Ballots will be coded according to district for reporting purposes. There is only a single ballot type for this election so no coding is necessary for the ballot itself.
- d) At each drop off site (see Exhibit "A") there will be a locked ballot box. Each day any ballot boxes containing returned ballots will be delivered to the Mesa County Elections Office by sworn election staff.
- e) All employees and election judges will be sworn in, affirming their adherence to the election statutes, rules and procedures. Observers (or watchers) will need to present completed forms, and the secured area is not accessible to the cleaning staff during the period of March 9th through April 8th. A sworn law enforcement officer will provide security services at the courthouse when ballots are ready for tabulation, and a security officer will be on the courthouse premises throughout the evening until all ballots have been counted and stored in the vault.

- 13. DESCRIBE THE PROCEDURES FOR SIGNATURE VERIFICATION:** The very day each ballot envelope is received (initial verification), it will be verified for name, address and the presence of a signature. If any of the foregoing information does not correspond to the ballot issue record or if all information is not provided, the ballot will be rejected for discrepancies. The rejection will be

coded on the automated pollbook and the envelope placed in alphabetical order in the "REJECTED" tray, which will be stored in the adjoining, secured facility. Periodic checks of signatures on record will be performed to ensure the integrity of the mail ballot election in the City of Grand Junction.

Describe the procedures for signature verification:

Pursuant to 1-7.5-107(5)(c) , C.R.S. "For *November coordinated elections only*, the signature of the eligible elector on the return envelope shall be compared with the signature of the eligible elector on file in the office of the county clerk and recorder in accordance with section 1-7.5-107.3."

- o The Mesa County Elections Division will conduct random signature verification for the Regular Municipal Election. Since it is not a November Coordinated Election, signature verification pursuant to 1-7.5-107(5)(c) and 1-7.5-107.3 is not required.

14. **DESCRIBE THE PROCEDURES TO ENSURE SECRECY OF BALLOTS:** A secrecy envelope will be enclosed with each ballot mailed to all active voters on or before March 23, 2009. The Voter Instructions will specifically ask voters to place the voted ballot in a secrecy envelope when returning the ballot. Ballots initially received are left in sealed envelopes until the final verification. At the time of final verification, when ballot stubs are removed, each election judge will have secrecy envelopes (Exhibit "I") to slip around any ballot (while it's still in the envelope) in the event the voter did not place his/her voted ballot in the secrecy envelope. Ballots rejected with the stub still attached will be alphabetized and locked away nightly. Every deputy clerk and election judge will be thoroughly trained on the vital importance and necessity of ballot security.
15. **DESCRIBE THE PROCEDURE TO RECONCILE BALLOTS ISSUED, BALLOTS RECEIVED, DEFECTIVE BALLOTS AND SUBSTITUTE BALLOTS:** Reconciliation will occur daily for every ballot issued and every ballot received using forms substantially like the DAILY RECONCILIATION FORM (see Exhibit "E") and the DAILY RUNNING TOTAL (See Exhibit "F"). Reconciliation will be automated as well as manual, and each day's current status will be available by 9 am the following morning. A form substantially like the FINAL DISPOSITION OF MAIL BALLOT ELECTION (see Exhibit "G") will reflect the number of ballots issued and reissued, less the number of ballots accepted, less the number rejected, less the number undeliverable, less the number of ballots returned after the deadline and/or never returned, which will equal the total number of ballots issued. Additionally, a STATEMENT OF BALLOTS (see Exhibit "H") will be placed in each sealed transfer case to assure verification with tabulation and the canvass board. Many safeguards have been built into the procedures; and yet the ability to immediately explain and /or access any ballot discrepancy will exist. Computer printouts will be compared daily to written copies to ensure tracking accuracy. The Elections Division of Mesa County is hereby authorized to use other forms to capture the same information as included on the example forms attached to this plan, as they deem appropriate.

16. HOME RULE MUNICIPALITY DECLARATION: Nothing in this plan reflects locally adopted mail ballot election procedures different from those set forth in the Colorado Mail Ballot Election Act, section 1-7.5-101-11, C.R.S., as from time to time amended, and any regulations adopted pursuant thereto.

DATE OF RESUBMISSION: _____

ELECTION OFFICIAL SIGNATURE: _____

TITLE: City Clerk/DEO

TIMETABLE ENCLOSED

TIMETABLE
For the conduct of a Mail Ballot Election
(Rule 12.3.2.1)

Please indicate dates by which each item will be completed

<u>1/05/09</u>	Written Plan submitted to governing body.	Rule 12.3.4
<u>1/05/09</u>	Election approved by governing body.	Rule 12.3.4
no later than <u>02/11/09</u>	Submission of written plan to Secretary of State (55 days prior to election)	1-7.5-105(1) Rule 12.3.2
<u>02/26/09</u>	Last date for approval by Secretary of State (15 days after receipt in Secretary of State's office)	1-7.5-105(2)
<u>02/26/09</u>	Registration records ordered by designated election official from County Clerk and Recorder (at least 40 days prior to election)	1-5-303(1)
<u>03/06/09</u>	List of electors submitted to election official (at least 30 days prior to election)	1-7.5-107(2)(a)
<u>03/09/09</u>	Close of registration (29 days prior)	1-2-201(3)
<u>03/13/09</u> through <u>03/23/09</u>	Ballots mailed (not sooner than 25 days and no later than 15 days prior)	1-7.5-107(3)(a)
<u>03/13/09</u>	Ballots available at election official's office (no sooner than 25 days prior)	1-7.5-107(3)(c)
<u>03/18/09</u>	Notice of election to electorate (at least 20 days prior) with copy to County Clerk	1-5-205(2) 1-7.5-107(2.5)
<u>03/18/09</u>	Notice of election to County Clerk & Recorder	Rule 12.3.1(a)
<u>NA</u>	Notice of election to County Assessor	1-5-304
<u>03/18/09</u>	Publish Notice of Election	1-7.5-107(2.5)(a)
<u>03/18/09</u>	Supplemental list of electors submitted (at least 20 days prior)	1-7.5-107(2)(b)
<u>03/28/09</u>	Verification of ballot numbers to pollbook (may begin at any time during the 10 days before)	1-7.5-107.5
<u>04/07/09</u>	Election day	31-10-108 City Charter, §3
<u>04/09/09</u>	Canvass dates/certification issued (canvass no later than 2 days after the election)	City Charter, §25 Rule 12.13

Exhibit "A"

PLACES TO DEPOSIT MAIL BALLOTS

City Clerk's Office
City Hall
250 N. 5th Street
Grand Junction, Co. 81501

Mesa County Elections Office
Old Mesa County Courthouse
544 Rood Avenue Suite 301A
Grand Junction, Co. 81501

Mesa County Clerk's Office (Motor Vehicle Division)
Mesa Mall
2424 Hwy 6 & 50, #414
Grand Junction, Co. 81505

Orchard Mesa County Clerk's Branch
Mesa County Fairgrounds
2775 Hwy 50
Grand Junction, Co. 81503

EXHIBIT "B"

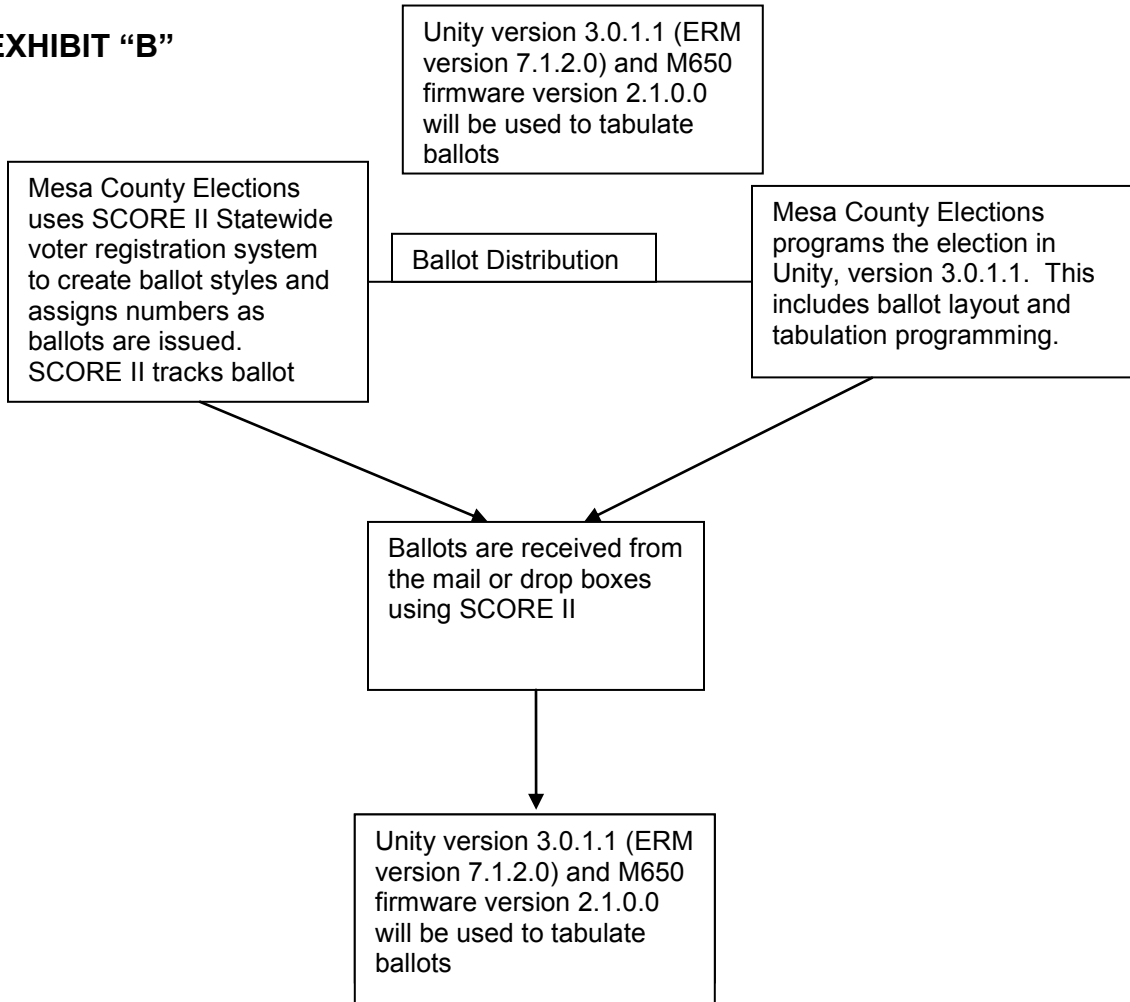


EXHIBIT "C"

BRANCH OFFICE MAIL BALLOT ACCOUNTING

April 7, 2009 Regular Municipal Election

Branch Location: _____ Date _____

Seal Number: _____ Judge's signature: _____

Total ballots received _____

Received by _____

EXHIBIT "D"

**STATE OF COLORADO
REQUEST FOR REPLACEMENT BALLOT
(MAIL BALLOT ELECTION)**



Please note: This completed form MUST be returned by 7:00 p.m. on Election Day. If returning with your ballot, place this form in the return envelope, not in the secrecy sleeve.

VOTER INFORMATION (PLEASE PRINT):					
Last Name (Required)		First Name (Required)		Middle Initial	Previous Name of Applicant – If Applicable
Colorado Legal Residence Street Address (Required) – No P.O. Boxes			Apt/Unit #	City/Town (Required)	State (Required) Zip (Required)
Mailing Address or P.O. Box – Required if different from residential address			Apt/Unit #	City/Town (Required)	State (Required) Zip (Required)
Date of Birth (Required) MM / DD / YYYY	Colorado Driver's License Number OR State Issued ID Number			Social Security Number – At Least the Last 4 digits	
REPLACEMENT BALLOT INFORMATION:					
I am requesting a Replacement Mail Ballot for the election because:					
<input type="checkbox"/> I did not receive the original ballot. <input type="checkbox"/> I spoiled the original ballot.					
<input type="checkbox"/> I am personally receiving the ballot today. <input type="checkbox"/> Please mail the ballot to me at:					
Street		Apt/Unit #	City	State	Zip
READ, SIGN AND DATE:					
I swear or affirm that I am requesting the replacement ballot for the reasons stated above, that I have not voted the original ballot issued for the election indicated and I do not intend to vote at the election except by voting the replacement ballot.					
Signature or Mark (Required)					
<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: 2em; margin: 0;">X _____</p> <p style="margin: 0;">Signature (Required)</p> </div>				Date Signed (Required) MM / DD / YYYY	
<p>IMPORTANT: Make sure to sign and date the Affidavit of Voter on your mail ballot envelope before returning your voted ballot. Your signature must be provided or your ballot cannot be counted pursuant to Colorado Law. (C.R.S. 1-8-304)</p> <p>Colorado Law requires that in order for your ballot to be counted, it must be received in the County Clerk's Office by 7:00 p.m. on Election Day.</p> <p>Postmarks do <u>NOT</u> count as receipt of the ballot.</p>					
FOR OFFICE USE ONLY:					
Election Clerk: _____			Voter ID #: _____		
Original Ballot Pct & Style #: _____			Replacement Ballot Pct & Style #: _____		
Original Ballot #: _____			Replacement Ballot #: _____		
Original Date Issued: _____			Replacement Date Issued: _____		

SOS Approved 7/13/07
C.R.S. 1-7.5-107(3)(d)

Exhibit "E"

**CITY OF GRAND JUNCTION
JUDGES DAILY RECONCILIATION OF MAIL BALLOTS**

_____, **200_ ELECTION**

(Date)

1. Total number of ballots received _____

Information on return envelope verified Yes _____ No _____
2. Less number ballots rejected in first verification
-insufficient information on return verification envelope _____
3. Less number ballots rejected in second verification
-ballot number does not match poll book _____
4. Equals total number ballots approved for final _____
1-2-3 = 4

Spoiled ____ Undeliverable ____ **Rejected Ballots:** Incomplete _____ **2nd Rejected:**
Signature _____ No Stub _____
Damaged _____ Unmatched _____

Total rejected ballots _____ **Total 2nd Rejected** _____

Hand count	_____	Judge's Int	_____
Electronic count	_____	Judge's Int	_____
Seal Number	_____	Judges Signature	_____

Seal Number	_____	Judge's Signature	_____
Date of reseal	_____		_____

EXHIBIT "G"

CITY OF GRAND JUNCTION
FINAL DISPOSITION OF MAIL BALLOT ELECTION

_____, 200__ ELECTION

ISSUED: _____

REISSUED: _____

ACCEPTED: _____

REJECTED: _____

SPOILED _____

INCOMPLETE _____

DAMAGED _____

SIGNATURE _____

UNMATCHED _____

NO STUB _____

UNDELIVERABLE _____

RETURNED AFTER DEADLINE _____

NEVER RETURNED _____

EXHIBIT "H"

STATEMENT OF BALLOTS
MAIL BALLOT ELECTION
April 7, 2009

CITY OF GRAND JUNCTION, MESA COUNTY, COLORADO

DATE OF BALLOT RECEIPT _____

NUMBER OF BALLOTS RECEIVED _____

NUMBER OF BALLOTS IN THIS TRANSFER CASE _____

TRANSFER CASE FOR THIS DAY'S RECEIPTS _____ OF _____

SEAL # _____

JUDGES SIGNATURES

TEAMWORK COUNT

Exhibit "I"

DRAFT of Secrecy Sleeve

AM I REQUIRED TO PROVIDE ID?

[insert information that informs voter if he/she is subject to ID requirements here]

If you are required to provide ID as indicated above, place a photocopy of one of the following ACCEPTABLE FORMS OF IDENTIFICATION into the Official Return Envelope. (Do not place the photocopied identification in the Secrecy Sleeve with your voted ballot.)

- A valid Colorado driver's license
• A valid identification card issued by the department of revenue
• A valid United States passport
• A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
• A valid pilot's license issued by the federal aviation administration or other authorized agency of the United States
• A valid United States military identification card with a photograph of the eligible elector
• A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector
• A valid Medicare or Medicaid card issued by the United States health care financing administration
• A certified copy of a birth certificate for the elector issued in the United States
• Certified documentation of naturalization
• A valid student identification card with a photograph issued by an institution of higher education in Colorado

Any form of identification that shows the address of the eligible elector shall be considered identification only if the address is in the State of Colorado.

REPLACEMENT BALLOT INFORMATION

If you spoil, deface or lose your ballot, you may obtain a replacement ballot, one at a time, not to exceed three ballots in all. If you spoil or deface your ballot, you may contact the Elections Office to obtain instructions for requesting a replacement ballot by calling [insert phone number].

Replacement Ballots may be requested from the [insert county name] Elections Office during regular business hours, [insert business hours], or on Election Day from 7:00 a.m. to 7:00 p.m.

DESIGNATED DROP OFF SITE INFORMATION

[insert designated drop off site information here]

Secrecy Sleeve with Voter Instructions

[insert county name] [insert election type]

[insert election date]

RETURN POSTAGE REQUIRED

You may return your voted ballot by mail or you may hand deliver your ballot to a Designated Drop Off Site (see opposite side for Designated Drop Off Site locations and schedules). If you choose to return your voted ballot by mail, you must affix adequate postage.

BALLOT PACKET CONTENTS

This is your Official Mail Ballot Packet for the [insert election type]. This packet contains the following items:

- Official Ballot
• Secrecy Sleeve with Voter Instructions
• Official Return Envelope

INSTRUCTIONS

To ensure that your vote(s) are counted correctly, it is important that you follow all the voting instructions shown on your ballot.

After you have marked all your voting choices and finished voting:

1. Refold your ballot exactly as you received it.
2. Place your voted ballot in this Secrecy Sleeve.
3. Place this Secrecy Sleeve (with voted ballot) into the Official Return Envelope. Do not place more than one ballot into the Official Return Envelope.
4. Sign and date the AFFIDAVIT OF VOTER located on the backside of the Official Return Envelope; refer to the example below.

Only one voter's ballot is permitted in your Official Return Envelope. If more than one ballot is placed in your Official Return Envelope, none of the ballots will be counted.

If you are a first time voter who registered to vote in the State of Colorado by mail, you must enclose a photocopy of your identification in the Official Return Envelope. Failure to provide ID will result in your ballot being treated as a provisional ballot. Do not place your ID photocopy in the Secrecy Sleeve with your voted ballot. See AM I REQUIRED TO PROVIDE ID? section on the opposite side for more information.

To verify that your Mail Ballot was received by the Elections Office, please [call insert phone number or visit our website insert county website address].

AFFIDAVIT OF VOTER

I state under penalty of perjury that I am an eligible elector; that my signature, name, and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992."

X George Washington

Voter's Signature - (Signature Required)

TODAY'S DATE July 4, 1776

* Witness
* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another.

DEADLINE FOR RETURNING VOTED BALLOTS

Ballots must be received by the [insert county name] Clerk & Recorder's Office by 7:00 p.m. on Election Day in order for your votes to be counted. Ballots received after 7:00 p.m. on Election Day will not be counted. Postmarks do not count as received.

EXHIBIT “J”

TO ALL FIRST TIME VOTERS WHO HAVE REGISTERED TO VOTE BY MAIL BUT WHO HAVE NOT SUBMITTED THE REQUIRED PROOF OF IDENTIFICATION:

SPECIAL INSTRUCTIONS:

Below you will find the legal requirements for first time voters who register by mail. If you have not previously voted in an election in your county and you registered to vote by mail and did not submit the required proof of identification, you must submit a copy of one of the acceptable forms of identification (specified below) in the enclosed Return Envelope.

The approved forms of identification must show your address as being in the state of Colorado. Do not include original documents with this envelope.

ENCLOSE A COPY OF YOUR IDENTIFICATION, IN THE RETURN ENVELOPE, NOT IN THE SECRECY SLEEVE OR SECRECY ENVELOPE.

First Time Voters Who Register By Mail

If you registered to vote for the first time in your county by mail, and you have not previously voted in the county, a copy of one of the following forms of identification is required with your mail ballot or absentee ballot if you did not provide the information with your registration application:

- A valid Colorado driver's license; or
- A valid Colorado Department of Revenue identification card; or
- A valid U.S. passport; or
- A valid employee identification card with a photograph of the eligible elector issued by any branch, municipality, board, authority, or other political subdivision of this state, or by any county.
- A valid pilot's license issued by the federal aviation administration or other authorized agency of the United States; or
- A valid U.S. Military Identification card with photograph; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other governmental document that shows the name and address of the elector (a cable bill), a telephone bill, documentation from a public institution of higher education in Colorado containing at least the name, date of birth, and residence address of the student elector, or a paycheck from a government institution or a private company are sufficient forms of ID; or
- A valid Medicare or Medicaid card; or
- A certified copy of a U.S. birth certificate, or Certified documentation of naturalization.
- A student ID card issued by an institution of higher education.

IF YOU DID NOT SUBMIT PROOF OF IDENTIFICATION WITH YOUR MAIL-IN REGISTRATION FORM, YOU WILL BE REQUIRED TO PROVIDE PROOF OF IDENTIFICATION USING THE TYPES OF IDENTIFICATION DESCRIBED ABOVE WITH YOUR VOTED MAIL OR ABSENTEE BALLOT.

WHAT IS NOT ACCEPTABLE AS AN ID:

- Any of the items listed above and an address not in the state of Colorado
- A Social Security number or Social Security Card.