



TOWN BOARD WORK SESSION MEETING

August 24, 2015 – 6:30 P.M.

Town Board Chambers

301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.

AGENDA

1. Election Calendar Discussion – P. Garcia
2. Future meetings agenda



M E M O R A N D U M

Date: August 24, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Municipal election dates – Code change discussion
Item #: WKS - 1

Background / Discussion:

Election administration has always been a bit interesting - particularly when the municipal election code did not address mail ballot elections. Since Windsor began conducting mail ballot elections, the Clerk's office would create an election calendar based on information from four areas; Colorado Revised Statutes Title 1 and 31, the Municipal Charter and the Municipal Code. A solution to having to refer to both Title 1 and 31 was found through the 2014 legislative session in the form of House Bill 14-1164 which created a section in Title 31 for municipal mail ballot elections.

While conducting mail ballot elections, Windsor's home rule status provided the ability to amend the municipal code in order to assure deadlines could be met. Unfortunately, there continues to be changes to the election code which could cause additional amendments. For example, there is a new section added to the statutes for all municipal elections conducted after August 5, 2015 for the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). This Act requires that ballots be mailed to covered voters no later than 45 days before the date of the election.

The Clerk's office has compared the calendar dates of the current requirements and those in the new section of Title 31; the dates highlighted below are from the Windsor Municipal Code:

	Current	Title 31-Mail Ballot
1 st day to circulate nomination petitions	January 19, 2016 77 days before election	January 5, 2016 91 days before election
Nomination petitions due	February 8, 2016 57 days before election	January 25, 2016 71 days before election
Last day petitions can be amended	February 12, 2016 50 days before election	January 29, 2016 66 days before election
Last day to submit as write in	February 16, 2016 50 days before election	February 1, 2016 64 days before election
Last day to withdraw nomination	February 2, 2016 63 days before election	February 2, 2016 63 days before election
Last day to cancel election	February 15, 2016 49 days before election	February 2, 2016 63 days before election
UOCAVA ballots to be mailed	February 19, 2016 45 days before election	February 19, 2016 45 days before election
First day ballots to be mailed	March 14, 2016 22 days before election	March 14, 2016 22 days before election

One conflict is the current length of time between the last day to cancel an election (49 days before election) and the date that UOCAVA ballots are to be mailed (45 days before election); there is only a four day window to order and get ballots in the mail to UOCAVA covered voters which would be nearly impossible to accomplish.

Current and upcoming election timeline conflicts can be rectified through the following:

- Consideration of ordinances as the Municipal Election Code is amended which will be required for April 2016 election; or
- Consideration of an ordinance that would abolish *Article XII - Conduct of Municipal Mail Ballot Elections of the Windsor Municipal Code* and refer to the Charter which states at 6.1 that "Town elections shall be governed by the State Statutes contained in the Colorado Municipal Election Code . . ."

The tentative schedule for ordinance adoption for the April 2016 election is as follows:

September 14, 2015 – 1st reading of ordinance
September 28, 2015 – 2nd reading of ordinance
Ordinance published October 2, 2015
Effective date October 12, 2015

Relationship to Strategic Plan:

Goal 1.B.

Recommendation:

For Town Board discussion



FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

August 31, 2015	Fifth Monday
September 7, 2015	Labor Day
September 14, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
September 14, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
September 21, 2015 6:00 p.m.	Town Board Work Session Downtown Development Authority Draft Budget Presentation – P. Garcia GoCo Grant Applications; Pickle Ball and Co-Sponsor of Skyview Elementary Playground – W. Willis Poudre Water Shed presentation – W. Wills
September 28, 2015 6:00 p.m.	Town Board Work Session Construction Defects discussion Municipal Code Sec. 16-10-20(1)i. regarding Home Occupations that Involve the Tutoring of more than two Students – P. Hornbeck
September 28, 2015 7:00 p.m.	Town Board Meeting
October 5, 2015 6:00 p.m.	Town Board Work Session - Cancelled Town Board attending District 2 meeting in Severance, CO
October 12, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
October 12, 2015 7:00 p.m.	Town Board Meeting
October 19, 2015 6:00 p.m.	Town Board Work Session
October 26, 2015 6:00 p.m.	Town Board Work Session NFRMPO presentation – Terri Blackmore
October 26, 2015 7:00 p.m.	Town Board Meeting
November 2, 2015 6:00 p.m.	Town Board Work Session
November 9, 2015	Board/Manager/Attorney Monthly Meeting

5:30 p.m./1st floor conference room

November 9, 2015 Town Board Meeting
7:00 p.m. Kern Board Meeting

November 16, 2015 Town Board Work Session
6:00 p.m.

November 16, 2015 Town Board Work Session
6:00 p.m.

November 23, 2015 Town Board Meeting
7:00 p.m.

November 30, 2015 Fifth Monday

Additional Events

September 1, 2015; 6 pm Windsor Charter Academy Ribbon Cutting Ceremony – attending:
Melendez, Adams; tentative: Baker

September 13-18, 2015 Colorado Cities & Towns Week

October 5, 2015 District 2 meeting - Severance

October 10, 2015; 8 am Budget work session

Future Work Session Topics

Road Impact Fee review