January 10, 2019

Dear Candidate:

The enclosed information has been prepared as a general guide for prospective municipal candidates. This packet provides a summary of the basic requirements associated with the candidacy and other pertinent information about the election process. However, the City Clerk's Office cannot provide legal advice. Specific requirements may be found in the Englewood Home Rule Charter, Englewood Municipal Code 2000, Colorado State Constitution, Colorado Revised Statutes, and the Colorado Fair Campaign Practices Act (FCPA).

Each candidate should pay particular attention to the Fair Campaign Practices Act, which is provided in this packet. The candidate is responsible for the filing of the appropriate documents in a timely manner. All information and reminder notices you receive are a courtesy only. It is your responsibility to comply with the Colorado Fair Campaign Practices Act.

Within 10 days after announcing your candidacy, please file the "Candidate Affidavit" form with the Englewood City Clerk. The "New Committee Registration Form" must be filed with the City Clerk before accepting or making any contributions. All contributions received by a candidate committee must be deposited in a financial institution, in a separate account, whose title must include the name of the committee.

The Englewood Election Commission will be recommending to Council that the City of Englewood participate in a Coordinated Mail Ballot Election with Arapahoe County this November. Under this scenario, mail ballots will be mailed out between October 14, 2019 and October 18, 2019 to all eligible electors. Candidates will want to plan their campaign strategy accordingly.

Englewood Civic Center will be a Mail Ballot Drop-Off site, we also have a 24 hour Mail Ballot Drop Off box located in the circle drive at the Civic Center.

I look forward to working with you throughout the election process. If you have any questions, please contact the City Clerk's office - cityclerk@englewoodco.gov 303.762.2405, 303.762.2429 or 303.762.2318.

Thank you,

Stephanie Carlile, CMC

Stephanie Carlile
City Clerk
CANDIDATE INFORMATION

General Municipal Election
November 5, 2019
GENERAL MUNICIPAL ELECTION
NOVEMBER 5, 2019

CANDIDATE INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

At the November 5, 2019, General Municipal Election, four (4) council members will be elected - one representative from District 1, one from District 3, and two At-Large representatives – all for four-year terms of office commencing at 8:00 p.m. on the day of the next regularly scheduled City Council meeting following the election (November 18, 2019). Members of Council select the Mayor and Mayor Pro Tem from among their members. The Mayor and Mayor Pro Tem serve in that capacity for a two-year term. Council members receive a salary of $800 per month, the Mayor Pro Tem $850 per month and the Mayor receives $900 per month (§ 1-5-8, Englewood Municipal Code 2000).

There are four Council Districts within the City of Englewood. A District map is enclosed with this material.

Municipal elections are administered by the City Clerk’s Office and the Election Commission under the provisions of the Charter, the City of Englewood Municipal Code, the Colorado State Constitution and the Colorado Revised Statutes. City elections are non-partisan.

A resolution concerning ethics, receiving gifts and gratuities applying to the Englewood City Council, Board and Commission members and all City employees, is included in this packet.

☞ There is a records retention requirement for your FCPA contribution records. Colorado Constitution Article XXVIII, Section 3 (9) “All records pertaining to such accounts shall be maintained by the committee or political party for one-hundred eighty days following any general election in which the committee or party received contributions unless a complaint is filed, in which case they shall be maintained until final disposition of the complaint and any consequent litigation.”

QUALIFICATIONS FOR OFFICE

City Council
(Home Rule Charter § 23)

At the time of the election a candidate must be a citizen of the United States, be 25 years of age or older and a registered elector of the City for at least one year immediately preceding the election. Council members elected by Districts shall also be residents and registered electors of their Districts. Candidates are required to sign an affidavit as to qualifications.

No council member shall hold any other public office or employment for which compensation is paid from any municipality.
NOMINATION PETITIONS

Nomination petitions may not be circulated or signed before August 6, 2019.

Petitions must be filed with the Englewood City Clerk by August 26, 2019- 5:00 p.m.

All nomination petition sections must be turned in at the same time.

Nomination petitions will be available in the City Clerk's office August 6, 2019 at 8:00 a.m.

Only petitions obtained from the Englewood City Clerk’s office may be circulated.

The candidate’s petition must be signed by at least 50 registered electors residing within the municipality, or the district, from which the officer is to be elected. No registered elector shall sign more than one nomination petition for each separate office for which the signer is entitled to vote. The candidate must sign the Acceptance of Nomination and Qualification Affidavit, which must be turned in with the nomination petition(s). The circulator of the petition must witness each signer's signature and sign the Affidavit of Circulator.

► The Arapahoe County Election Department will, for a price, provide a list of registered voters, which, I understand, can be sorted by street address. If they sort the list, there is an extra cost. Contact the County for specifics of the list and associated cost.

AUDIO RECORDING OF THE PRONUNCIATION OF CANDIDATES NAME TO THE COUNTY CLERK AND RECORDER

The purpose of the audio recording is to make sure that the pronunciation of the candidate’s name is correct on the audio ballot.

The deadline to submit the audio recording of the candidate’s name to Arapahoe County is September 1, 2019 – tentative date. Once we have advised you that your nomination petition is sufficient, you may provide the County with the recording. Candidates should use the following number to record the pronunciation of their name as it is to be placed on the ballot, 303.734.5365. Then follow the instructions on the recording. You will be asked for your name, jurisdiction and title of the office you are seeking.

CAMPAIGN CONTRIBUTIONS AND REPORTING REQUIREMENTS (FCPA)

Candidates and others pertinently involved must adhere to the provisions of the Colorado Fair Campaign Practices Act (FCPA). (SEE THE ENCLOSED "COLORADO FAIR CAMPAIGN PRACTICES ACT.") All necessary forms must be filed with the Englewood City Clerk on the appropriate dates.
Reports may be filed by fax or e-mail (no later than the close of business on the due date), but must be followed by an original hard copy of the report within seven (7) days of the due date. CRS 1-45-109 (2)

It is your responsibility to become familiar with the provisions of the Colorado Fair Campaign Practices Act.

See the FCPA section of this packet for additional information.

IDENTIFICATION OF CAMPAIGN MATERIAL

Disclaimers on campaign material are required.

ENGLEWOOD MUNICIPAL CODE 2000 § 7-6B-4: Anonymous Papers:
A. Definition: An anonymous paper, within the meaning of this Section, is hereby defined as any circular, pamphlet, card or dodger which does not contain the name of the individual sponsor thereof; or, if sponsored by a copartnership, the names of the members thereof; or if sponsored by an association, the name of the president or other head officer; or, if sponsored by a corporation, the name of the president or other head officer thereof.
B. Publication: It shall be unlawful to publish or distribute, or cause to be published or distributed within the City:
   1. Any anonymous paper as herein defined; or
   2. Any circular, pamphlet, card or dodger, whether anonymous or not, which incites, counsels, promotes or advocates hatred, violence or hostility against any person or group of persons in the city by reason of race, color, religion or manner of worship.

USE OF CITY LOGO (THE CITY MARK) ON ANY CAMPAIGN LITERATURE IS NOT PERMITTED

DISTRIBUTION OF HANDBILLS

ENGLEWOOD MUNICIPAL CODE 2000 § 7-6F-14 (1) Distribution of Handbills: Restrictions
A. No person shall distribute, place or sell any commercial or noncommercial handbill, advertisement or similar literature in or upon any street, sidewalk, any private parking lot open for public use, or any other public place within the City; provided, however, a person may distribute free handbills directly to persons who are willing to accept them.

B. No person shall distribute any handbill or similar literature upon any inhabited private premises except by placing said items in a manner as to prevent them from being blown or drifted about said premises. Mail boxes shall not be used for distribution when such distribution is prohibited by Federal regulations. No person shall distribute any handbill or similar literature at any vacant premises.

C. No person shall distribute any handbill, solicit funds, distribute literature or sell an article upon any real property if requested not to do so by any occupant of said property or by any sign posted on said property instructing against such act or action.
**ELECTION SIGNS**

*Never move or remove another candidate’s or committee’s election sign(s). If you feel it has been placed in an inappropriate area, report it to the City Clerk’s Office.*

If your signs are being stolen, you are free to go on-line or call the police department at 303.762.2438 to file a police report. If the Police catch someone in the act of taking a sign, then the person can be charged with theft and possible trespassing. The Police Department takes this very seriously.

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**City Clerk’s Office Election Sign Policy**

All complaints will be directed to the City Clerk’s Office, 303-762-2405, 303-762-2429 or 303-762-2318.

The City Clerk will forward the complaint as follows:
- Public right-of-way - PUBLIC WORKS
- Parks property - PARKS & RECREATION
- Size & type of signs - CODE ENFORCEMENT/POLICE

All signs determined to be in the public right-of-way, or on public/City property, will be removed and immediately taken to the City Clerk’s Office.

The City Clerk will contact the candidate immediately.

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Election signs must be in compliance with local, State and Federal laws.

**State and Federal**

No election signs may be installed in the right-of-way for a State or Federal highway. In Englewood, this would apply to Federal, Santa Fe, Bellevue, University and U.S. 285 (Hampden).

**Englewood**

Permission from the owner of the property is required. Unauthorized signs must be removed upon request. It is the responsibility of the committee to remove signs by the stated deadlines.

In the City of Englewood election signs are not allowed in the public right-of-way. Some homes in Englewood have a grass/dirt area between the sidewalk and the street; that land between the sidewalk and the curb is considered public right-of-way.

There are also regulations that prohibit signs on power poles, traffic light poles and traffic control devices.
Helpful Information:

CITY OF ENGLEWOOD BUDGET

You can access City of Englewood Budget documents on our website.

www.englewoodco.gov
on the top bar, click on Inside City Hall
you will get a drop down menu, click on City Departments
you will get another drop down menu, click on Financial Services
you will get another drop-down menu, click on: Budget and Financial Reports
click on Annual Financial Reports

The proposed 2020 Budget will not be available until September of 2019.

CITY COUNCIL STUDY SESSION AND REGULAR COUNCIL MEETING PACKETS

City Council Study Session packets and City Council Regular Meeting packets are available, on the Friday prior to the meeting, on-line.

www.englewoodco.gov
on the bottom of the home page, click on Watch City Council Meetings
this will take you to the Meetings Portal where you can choose the meeting.
This is where Agendas, Minutes and Video of the meetings can be found.

FOR ADDITIONAL INFORMATION

Further information may be obtained from the City Clerk's office, Englewood Civic Center, Third Floor, 1000 Englewood Parkway, Englewood. The office is open from 8 a.m. to 5 p.m. Monday through Friday, except for holidays. Telephone numbers: 303.762.2405, 303.762.2429 or 303.762.2318.
This contact information is provided to assist you with election related questions.

<table>
<thead>
<tr>
<th>City of Englewood</th>
<th>303.762.2405</th>
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<tbody>
<tr>
<td>Stephanie Carlile, City Clerk</td>
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</table>

<table>
<thead>
<tr>
<th>Jackie McKinnon, Deputy City Clerk</th>
<th>303.762.2429</th>
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</thead>
<tbody>
<tr>
<td>Jayde Truscott Reed, Assistant City Clerk</td>
<td>303-762-2318</td>
</tr>
<tr>
<td>City Clerk E-mail address</td>
<td><a href="mailto:cityclerk@englewoodco.gov">cityclerk@englewoodco.gov</a></td>
</tr>
<tr>
<td>City Clerk FAX number</td>
<td>303.783.6896</td>
</tr>
<tr>
<td>Communications Department</td>
<td>303.762.2316</td>
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**Voter Registration Questions/Requests for Voter Registration Records**

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<thead>
<tr>
<th>Arapahoe County Election Office</th>
<th>303.795.4511</th>
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**Arapahoe County Election Web site**

www.arapahoevotes.com