

COLORADO SPRINGS CITY CLERK’S MAIL BALLOT PLAN

SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL

GENERAL MUNICIPAL ELECTION – APRIL 4, 2023

POTENTIAL MAYORAL RUNOFF ELECTION– MAY 16, 2023

A. RECORDS/ASSISTANCE PROVIDED BY THE EL PASO COUNTY CLERK:

The El Paso County Clerk and Recorder will provide a preliminary list, supplemental list, and daily updates of registered voters, as required by statute, and signature images of the same registered voters for signature verification purposes. In addition, the El Paso County Clerk will provide remote assistance to our office with voter registration, reactivation, and address updates.

B. ESTIMATED NUMBER OF REGISTERED VOTERS:

There are approximately 310,000 registered voters in the City of Colorado Springs.

C. BALLOT DROP-OFF LOCATIONS AND HOURS OF OPERATION:

LOCATION	ADDRESS	HOURS OF OPERATION	ELECTION DAY HOURS
(Main Location) City Clerk's Office City Administration Building	30 South Nevada Ave., Suite 101	Mon-Fri 8:00 AM - 5:00 PM 24/7 Ballot Box	7:00 AM - 7:00 PM
Bear Creek Park, Community Garden	2002 Creek Crossing	24/7 Ballot Box	7:00 AM - 7:00 PM
Black Forest Park-n-Ride	7503 Black Forest Rd.	24/7 Ballot Box	7:00 AM - 7:00 PM
Boot Barn Hall at Bourbon Brothers	13071 Bass Pro Dr.	24/7 Ballot Box	7:00 AM - 7:00 PM
Broadmoor Towne Center at Southgate	2007 Southgate Rd.	24/7 Ballot Box	7:00 AM - 7:00 PM
Charles C. "Chuck" Brown Transportation & Environmental Complex	3275 Akers Dr.	24/7 Ballot Box	7:00 AM - 7:00 PM
Citadel Mall Northside	750 Citadel Dr. E.	24/7 Ballot Box	7:00 AM - 7:00 PM
Colorado Springs Senior Center	1514 North Hancock Ave.	24/7 Ballot Box	7:00 AM - 7:00 PM
Cottonwood Creek Recreational Center	3920 Dublin Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM
El Paso County Citizens Service Center	1675 West Garden of the Gods Rd.	24/7 Ballot Box	7:00 AM - 7:00 PM
El Paso County Downtown-Centennial Hall	200 South Cascade Ave.	24/7 Ballot Box	7:00 AM - 7:00 PM
El Paso County Fort Carson Branch	6351 Wetzel Ave., Bldg. 1525	24/7 Ballot Box	7:00 AM - 7:00 PM
El Paso County North-Union Town Center Branch	8830 North Union Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM

El Paso County Southeast-Powers Branch	5650 Industrial Pl., Suite 100	24/7 Ballot Box	7:00 AM - 7:00 PM
First and Main	New Center Point	24/7 Ballot Box	7:00 AM - 7:00 PM
Leon Young Sports Complex	1335 S. Chelton Rd.	24/7 Ballot Box	7:00 AM - 7:00 PM
Pikes Peak Regional Development Center	2880 International Cir.	24/7 Ballot Box	7:00 AM - 7:00 PM
PPSC (Centennial Campus)	5675 S. Academy Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM
PPSC (Rampart Range)	2070 Interquest Pkwy.	24/7 Ballot Box	7:00 AM - 7:00 PM
PPLD-East Library	5550 North Union Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM
PPLD-Library 21c	1175 Chapel Hills Dr.	24/7 Ballot Box	7:00 AM - 7:00 PM
Rocky Mountain Calvary	4285 N. Academy Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM
Tiffany Square U-Haul Moving & Storage	6805 Corporate Dr.	24/7 Ballot Box	7:00 AM - 7:00 PM
UCCS - Kraemer Family Library	1420 Austin Bluffs Pkwy.	24/7 Ballot Box	7:00 AM - 7:00 PM
Vista Grande Baptist Church	5680 Stetson Hills Blvd.	24/7 Ballot Box	7:00 AM - 7:00 PM
Wilson Ranch Pool	2335 Allegheny Dr.	24/7 Ballot Box	7:00 AM - 7:00 PM

1. City Clerk’s Office employees, designated election judges, and El Paso County Clerk and Recorder staff will monitor ballot boxes at the other locations. All boxes will be monitored 24/7 with video recording.
 - a. The City Clerk’s Office and all drop-off locations will be open to accept ballots Monday through Friday, March 10, 2023 – to 7:00PM on April 4, 2023 and if needed on May 16, 2023.
2. City Clerk’s Office employees or designated election judges in teams of two (Ballot Transit Teams) will be responsible for the collection of returned ballots from all drop-off locations at least daily and, if needed, on weekends. The ballots will be placed in a sealed container and a ballot log will be completed for each drop-off site. The sealed containers of ballots will then be returned to the City Clerk’s Office for processing.
3. City Staff volunteers will be positioned at all ballot boxes to close the box at 7:00 PM on Election Day, collect the ballots and return them to the City Clerk Office that evening. The ballots will be placed in a sealed container and a ballot log will be completed for each drop-off site. The sealed containers of ballots will then be returned to the City Clerk’s Office for processing.
4. City Clerk’s Office employees, election judges, and City Staff volunteers will be instructed that no one (1) person may deliver more than ten (10) voted ballots in return envelopes from other voters.

D. IDENTIFY THE LOCATION OF AN ACCESSIBLE VOTING MECHANISM:

The accessible voting mechanism will be available beginning March 10, 2023 for those needing an accessible way to vote.

LOCATION	ADDRESS	HOURS OF OPERATION	ELECTION DAY HOURS
(Main Location) City Clerk's Office	30 South Nevada Ave., Suite 101	Mon-Fri 8:00 AM - 5:00 PM	7:00 AM - 7:00 PM

E. POSTAGE AND HANDLING OF BALLOT PACKETS AND PROCEDURES FOR RETURNED "UNDELIVERABLE" BALLOTS:

1. The City Clerk, City Clerk designated staff, and representatives from Runbeck Election Services will obtain U.S. Postal Service approval of all outgoing and reply envelopes through the USPS Mail Piece Design Analyst (MDA) review process to ensure the materials are in compliance with all U.S. Postal Service regulations.
2. The City Clerk, City Clerk designated staff, and City Office Services Coordinator will meet with representatives from the Colorado Springs Post Office and the CO/WY District Political Team of the U.S. Postal Service to notify and coordinate with the Post Office regarding the date ballots are to be mailed to ensure the Post Office is prepared for the large bulk mailing. The U.S. Postal Service has agreed to work in cooperation with the City to make certain all ballots received on Election Day are processed immediately and ready for pick-up by City Office Services, election judges, and/or City Clerk's Office employees.
 - a. Ballot packets will be mailed at the non-profit postage rate. Per the instructions of the U.S. Postal Service, the out-going envelope containing the ballot packets will be clearly marked "RETURN SERVICE REQUESTED", which will guarantee the return of undelivered mail to the City of Colorado Springs.
 - b. City Clerk's Office employees and election judges will scan all ballot packets returned as undeliverable. Undelivered ballots will be reconciled daily and stored in a designated secured room located in the City Clerk's Office. Upon completion of the election, the City Clerk will send the undeliverable ballot information to the El Paso County Clerk and Recorder.
 - c. Colorado Springs ballot envelopes will utilize Intelligent Mail® barcode (IMb) technology to ensure ballots can be tracked to their destination and the reply envelope's return trip to the City Clerk's Office can be tracked.

F. PROCEDURES TO BE FOLLOWED TO ENSURE COMPLIANCE WITH APPLICABLE LAWS, INCLUDING THE NAMES OF THOSE RESPONSIBLE FOR EACH STAGE OF THE PROCESS:

1. The Colorado Springs City Clerk is the designated election official for the administration of the election and will establish detailed policies and procedures for each stage of the mail ballot process, including but not limited to: preparing and mailing the ballot packets, receiving and scanning ballots, assisting walk-in voters, counting of the ballots, and other issues which may arise in conjunction with the election. The established procedures will assure compliance with applicable state statutes and other governing regulations.
2. The City Clerk, with the assistance of the Deputy City Clerk, will supervise the City Clerk's Office employees and election judges. The City Clerk, with assistance from the Deputy City Clerk, will also work with the City Office Services staff. The responsibilities will include the following:
 - a. City Clerk's Office employees and election judges are required to attend a training session conducted by the City Clerk or Deputy City Clerk. The training session will cover applicable laws and statutory requirements, processes, procedures, and the equipment to be used during the mail ballot election. Additionally, the training sessions will address the duties and responsibilities specific to all functions of the mail ballot process. Oaths are then given to the election judges affirming their understanding of the election statutes, rules, and procedures, as applicable to their assigned duties and functions.
 - b. City Office Services staff in teams of two (2) employees will be responsible for the daily collection of returned envelopes from the Post Office. City Clerk employees and election judges will receive ballots hand-delivered by a team of two (2) City Office Services employees to the City Clerk's Office.
 - c. City Clerk's Office employees will be responsible for assisting voters who appear in person at the City Clerk's Office requesting a ballot. The employees will verify voter eligibility from the voter list supplied by the El Paso County Clerk and Recorder. Upon receipt of the appropriate paperwork, an initial or replacement ballot will be issued.
 - d. The City Clerk's Office will receive a preliminary voter list containing all voters in El Paso County including those registered as Uniformed and Overseas Citizens Absentee Voting Act ("UOCAVA") voters. This list will be used to prepare the initial ballot mailing that will send ballots to all active voters within the city limits of Colorado Springs. Later, a supplemental list and daily updates are received from the El Paso County Elections Department. These updates can result from changes made by the El Paso County Elections Department or from changes made directly with the Colorado Secretary of State's website <http://www.govotecolorado.com>. These updates allow the City Clerk's Office employees to maintain an up-to-date voter list and ensure each eligible voter receives a ballot. All changes that occur during this period that affect a voter's address, precinct or voter status may trigger the issuance of a new or replacement ballot that will automatically be mailed to the voter. The City

Clerk's Office continues to receive updates until seven (7) days prior to the election. At that point, there is not enough time to mail out a ballot and expect the voter to have enough time to vote and mail the ballot back. During the seven (7) days prior to the election, an El Paso County Clerk and Recorder staff member will be remotely available to the City Clerk's Office to assist voters with voter registration updates so that ballots can be issued to voters in person.

- e. An electronic list of returned and undeliverable ballots will be generated each day. This list will contain the statewide voter id, name, registered address, mailing address, precinct, city district, and date the ballot was received by the City Clerk's Office. This list is available for purchase by anyone who establishes an escrow account from which report fees are collected. This electronic list is available by 9:00 AM each day and contains information for ballots received the previous day.
- f. A summary report of returned and undeliverable ballots will be generated each day. This report will show basic information about number of ballots mailed, ballots issued from the City Clerk's Office, and ballots returned or received as undeliverable. This report will be available by 9:00 AM each day and will be posted to the City Clerk's election website.
- g. Runbeck Election Services and Election Systems & Software (ES&S) were awarded the contracts for 2023 Municipal elections; this meets all municipal procurement regulatory requirements. The Runbeck Election Services contract includes printing of the vote-by-mail ballot packets, the mailing of the vote-by-mail packets and ballot-on-demand system for printing ballots issued in person. The ES&S contract includes use of a digital scanner for ballot counting, accessible voting units, hardware and software for signature verification, and other required items.
- h. Colorado Bureau of Investigation (CBI) background checks will be conducted on City Clerk's Office employees and all election judges. The City Clerk will obtain background checks from ES&S employees contracted to assist with the elections.
- i. Ballot pre-processing may, at the earliest date, begin on March 10, 2023 for the general municipal election and if needed, on April 21, 2023 for the mayoral runoff election. Counting and tabulation may, at the earliest date, begin on March 20, 2023 for the general municipal election, and if needed, on May 1, 2023 for the mayoral runoff election. Results will not be released until after 7:00 PM, April 4, 2023 and if a mayoral runoff election is held, the results of the runoff will not be released until after 7:00 PM, May 16, 2023.
- j. Electors who do not receive a ballot, or spoil or lose a ballot, may be issued an initial or replacement ballot upon receipt of the appropriate documentation during standard business hours beginning March 10, 2023 until 7:00 PM on April 4, 2023 for the general municipal election and if needed, beginning April 21, 2023 until May 16, 2023 for the

mayoral runoff election.

- k. City Clerk's Office employees will be responsible for posting and publication of the Notice of Election at drop-off locations no later than March 10, 2023 for the general municipal election and if needed, no later than April 21, 2023 for the mayoral runoff election.

G. PROCEDURES TO ENSURE BALLOT SECURITY AT ALL STAGES OF THE PROCESS:

1. A locked and secured vault and designated rooms located in the City Clerk's Office will be used to store election materials, including ballots, throughout the duration of the election. Access to the vault and designated rooms is restricted to full-time City Clerk's Office employees and specifically assigned election judges.
2. Ballots returned by the U.S. Postal Service as undeliverable will be stored in a designated secured room located in the City Clerk's Office. The scanning room, also located in the City Clerk's Office, will be locked and secured at the end of each business day. Ballot processing and counting will occur in a secured room located in the City Administration Building directly across the lobby from the City Clerk's Office. The City Clerk and Deputy City Clerk will have the access cards to unlock the door to the processing and counting room and may authorize Clerk staff to use the cards as needed.
3. Processing and counting of the ballots will be recorded using video surveillance cameras which will operate twenty-four (24) hours a day throughout the duration of the election. A copy of the security footage will be retained during the thirty (30) day appeal period. In addition, the City Administration Building is secured twenty-four (24) hours a day, seven (7) days a week, through a contracted security company.
4. City employees and election judges will handle ballots, to include ballots picked-up at the Post Office. Two (2) members from the City's Office Services Department will retrieve returned ballot envelopes daily from the Post Office and bring them directly to the City Clerk's Office for processing. A Transmittal Audit Log will be signed by the City Office Services employees delivering the ballots and by the City Clerk's Office employees receiving the ballots. The Transmittal Audit Logs will be maintained and available for public review.
5. When a voter personally returns a voted ballot envelope to the City Clerk's Office, a City Clerk's Office employee will have the voter place the ballot into a sealed ballot box. The sealed ballot box will be located in an area easily accessible to the voter and monitored by City Clerk's Office employees.
6. Ballots will be processed by City Clerk's Office employees and election judges working in teams of two (2) or more at all times. Starting with signature verification of the return envelope, each major step of the process is logged and verified on an Audit Log which

includes the initials of the processing team to document the chain of custody. After each major step, the ballots are wrapped and sealed using a single-use, numbered seal. When the next major step begins, the seal must be cut and the serial number verified against the Audit Log which is sealed with the ballots to confirm no tampering has occurred to the enclosed ballots. For the entire process, ballots are stored in secure locations in a wrapped and sealed container using the single-use, numbered seals to ensure ballot integrity. All Audit Logs will be maintained and available for public review.

7. Election management system

- a. The City will create individual user accounts that are associated and identified with each individual user of the election management system.
- b. The City will restrict access to each individual user account with a unique password known only to each individual user. Authorized users must access the signature verification system using their individual user account and unique password.
- c. The database for the election management system will be located on a secure server in the City's data center.
- d. The election vendors will not have administrative or user access to the City's election management system.
- e. Users of the election management system will be restricted to areas where they have direct responsibilities and excluded from all other areas.

8. Signature Verification equipment

- a. The signature verification equipment will be connected to a closed network, isolated from the rest of the City's network, and will have no connectivity to the internet.
- b. The City will change system and application passwords and/or PINs used to access the signature verification equipment and application from the vendor default upon delivery and installation.
- c. Only election officials or authorized vendor representatives will operate the signature verification equipment.
- d. The signature verification equipment is located in a secured, locked room when not in use.
- e. The City will create individual user accounts that are associated and identified with each individual user of the signature verification system.

- f. The City will restrict access to each individual user account with a unique password known only to each individual user. Authorized users must access the signature verification system using their individual user account and unique password.

9. Ballot-on-Demand equipment

- a. The ballot-on-demand equipment will be connected to a closed network, isolated from the rest of the City's network, and will have no connectivity to the internet.
- b. The City will change system and application passwords and/or PINs used to access the ballot-on-demand system from the vendor default upon delivery and installation.
- c. Only election officials or authorized vendor representatives will operate the ballot-on-demand equipment.
- d. The City will store the ballot-on-demand laptop and unused paper ballot stock in a secured area when the system is not in use.
- e. The City Clerk will retain damaged, misprinted, or unusable ballots as election records.

10. Accessible Voting equipment

- a. The accessible voting equipment will not be connected to any network during the election and will operate in a stand-alone fashion.
- b. All unneeded ExpressVote® USB ports will be covered with tamper-proof seals.
- c. The accessible voting equipment will produce a scannable paper ballot after a voter selects and confirms their voting selections.
- d. The accessible voting equipment will not tabulate votes.
- e. The election programming for the accessible voting equipment is contained on a USB device that will be locked behind a panel during normal operation.
- f. When the accessible voting equipment is not in use, the USB device will be stored in a secured location.
- g. Only election officials or authorized vendor representatives will prepare the accessible voting equipment for each day's use.
- h. The City will keep the accessible voting equipment in a secured, locked area when the system is not in use.

11. Ballot Tabulation/Digital Scanner equipment

- a. The ballot tabulation equipment will not be connected to any network during the election and will operate in a stand-alone fashion.
- b. Only election officials or authorized vendor representatives will operate the ballot tabulation equipment.
- c. The City will place a seal over each flash card slot, door, access panel, and accessible port when not in use.
- d. The City will record the serial number of every seal on the appropriate chain-of-custody log. Two (2) election officials must verify, and indicate by signing and dating the chain-of-custody log, that the serial numbers match the logged serial numbers.
- e. Before removing any seal, two (2) election officials will verify the existing seal serial number matches the chain-of-custody log.
- f. Before any panel or port is resealed, two (2) election officials will record the serial number of the new seal on the chain-of-custody log. Two (2) election officials must verify, and indicate by signing and dating the chain-of-custody log, that the serial numbers match the logged serial numbers.
- g. The City will create a data backup of the tabulation equipment on a USB device at the end of each day's tabulation.

H. PROCEDURES FOR SIGNATURE VERIFICATION:

1. During the envelope scanning process, voter signatures on the returned envelopes will be simultaneously captured and automatically verified. City Clerk's Office employees and election judges will analyze signatures not approved by the signature verification system. Election Judge Signature Verifiers will be trained and provided with techniques for identifying variances for signature verification; they will be assigned to the Signature Verification Room to oversee the signature comparison process. Envelopes returned with questionable or missing signatures will be categorized as challenged and will be separated from the assigned batch for further review and action. This process will be video recorded each day.
2. If the signature is questionable, a letter will be sent to the voter within one (1) business day explaining the discrepancy. A form will be included for the voter to confirm that a ballot was returned. The voter may fax, email or bring the form to the City Clerk's Office. The voter will be notified that failure to return the form to the City Clerk by 5:00 PM on the eighth (8th) day after Election Day will result in the ballot being rejected and not counted. The Resolution Board will review all outstanding challenges. If the Resolution

Board concludes that a signature is invalid, or if the elector confirms the signature is not theirs, all documentation may be forwarded to the Colorado Springs City Attorney and Colorado Springs Police Department for criminal investigation. Rejected envelopes will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report.

3. Envelopes not properly completed (signature missing) will be marked as incomplete. A letter will be sent notifying the voter of the deficiency within one (1) business day and offer the voter an opportunity to correct the incomplete ballot information. If the correction is not made by 5:00 PM on the eighth (8th) day after Election Day, the ballot envelope will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report.
4. Ballots associated with voters that are "ID Required" will be separated from the assigned batch for further review and action after signature verification is complete. Voters that are "ID Required" must provide a copy of identification in the same envelope with their ballot. Each of these envelopes will be opened by a team of two (2) election officials to confirm if a copy of identification is enclosed. Those that provide proper identification will be marked as such and sent to be counted. If proper identification is not provided, a letter will be sent within one (1) business day to the voter explaining the voter's requirement to provide one of the acceptable forms of identification before the ballot can be counted.

If the voter does not provide an acceptable form of identification by 5:00 PM on the eighth (8th) day after Election Day, the ballot envelope will be marked as rejected, stored in a secured location, and not counted. The rejected ballot will be marked in the database and will appear as such on the daily Challenged Ballot report. Upon completion of the election, the City Clerk will send a copy of elector provided identification to the El Paso County Clerk and Recorder.

I. PROCEDURES TO ENSURE PRIVACY OR SECRECY OF THE BALLOT:

1. Election judges will be trained on the importance of always maintaining voter confidentiality. This training includes a step-by-step procedure on how to separate the ballot from the envelope to ensure that the voter information and the voted ballot are never visible at the same time to maintain the secrecy of each vote. The first step is to remove each of the voted ballots from the envelope and place in a separate stack. The return envelope, which contains voter information is placed, information side down, on the table in a separate stack from the ballots. At this point, the voted ballots have no identifying information and are ready for counting. Prior to counting, all envelopes are stored in a secure location, separate from the ballots. This process will be video recorded.

2. UOCAVA voters who elect to vote electronically by email or fax must complete a form that affirms they voluntarily waive their right to a secret ballot, since the transmitted ballot must be viewed in order to be duplicated to an actual ballot prior to counting. The email account used for these returned ballots will only be accessible to the City Clerk and designated staff. Electronically voted UOCAVA ballots will be verified and duplicated on a scannable paper ballot by City Clerk's Office employees and election judges, working in teams of two (2) at all times, and then processed in the same manner as other ballots returned by mail.

J. PROCEDURES TO RECONCILE BALLOTS ISSUED, BALLOTS RECEIVED, DEFECTIVE BALLOTS, AND REPLACEMENT BALLOTS:

1. City Clerk's Office employees and election judges will be responsible for electronically scanning and coding ballots that are either challenged or rejected (i.e., Refused to Vote, Signed by Power of Attorney, not signed, etc.). Other ballots may be challenged or canceled automatically (i.e., ballot canceled because voter moved out of city, etc.). These challenged, rejected and cancelled ballots will be reconciled against the Challenged Ballot report at the close of business each day. In the event that both a replacement ballot and the original ballot are received, City Clerk's Office employees and election judges will be instructed to count the first ballot received. The other ballot envelope will be marked as rejected, stored in a secure location and not counted. The rejected ballot will be marked in the database and will appear as such on the Challenged Ballot report.
2. All ballots issued from the City Clerk's Office through a direct interaction with a voter (or due to a form a voter has mailed, faxed or emailed to the City Clerk's Office) will appear on the Office-Issued Ballot report. This report will show absentee ballots, replacement ballots, and ballots issued due to address change or status change (i.e. voter activation). For all ballot types, the report shall show the type of ballot issued, identifying voter information, the date the ballot was issued, and for replacement ballots, the original ballot number being replaced. Each day's paperwork will be reconciled against the Office-Issued Ballot report to ensure all required paperwork has been received and is complete.
3. Once ballot counting begins, the total count of processed ballots for each batch will be reconciled against a computer-generated report to verify that the database and counted ballots match. This reconciliation will occur at least once per day.
4. All reports of vote information will be retained and available for public review in compliance with the City of Colorado Springs Open Records Act.

K. TIMETABLE FOR CONDUCT OF ELECTION:

See attached Municipal Election Calendar.

L. PROCEDURES TO ENSURE ACCURATE TABULATION

Logic and Accuracy (L&A) testing on the vote tabulation scanner is completed before and after each election. The L&A team is comprised of one (1) representative each from the City Auditor's Office, City Attorney's Office and City IT Office. The pre-election L&A involves the three (3) member team observing the ballot tabulation scanner being set to zero (0) vote totals. One-by-one, the members' individually pre-marked test ballots are scanned and the scanned vote totals are checked against the members' own vote tally of the marked ballots. If the numbers of the scanned ballots match the record of vote totals, the member part is complete. If the numbers do not match, the scanner is set back to zero (0) and the marked ballots are re-scanned. This process continues until the numbers match or the problem is corrected. Upon completion of the testing procedures on the three (3) sets of test ballots, the L&A team observes the tabulation scanner being set to zero (0). The L&A team then attaches tamper-proof numbered seals to the appropriate places on the vote tabulation scanners and records those seal numbers. The L&A team then signs a document stating the voting tabulation machine was tested, noting the day, time, and machine seal numbers. The team records the seal number that will be used to secure their testing materials. The test ballots and materials are sealed in a metal box and stored in the vault in the City Clerk's Office. The post-election L&A test is completed by the same three (3) member team. The process involves the voting tabulation scanner being set to zero (0) and the scanning the same test ballots following the same procedures mentioned above.

CITY OF COLORADO SPRINGS
SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL
April 4, 2023
GENERAL MUNICIPAL ELECTION MAIL BALLOT CALENDAR

DATE	ITEM	REFERENCE
October 3, 2022 November 1, 2022 December 1, 2022	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
December 13, 2022 (last council meeting before the 12/25 deadline)	Mail Ballot Plan to be approved by City Council	City Code § 5.1.113
January 3, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
January 3, 2023 First Day to File Nomination Petitions	Nomination petitions may be circulated by candidates (within 10 days after filing affidavit of independent candidacy form and nominating petition, council candidate must file Substantial Private Business Interests form)	City Code § 5.1.106
January 3, 2023	Charter amendments presented by petition due	CRS § 31-2-210 (1)(a)(III)
January 16, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
January 23, 2023 Last Day to File Nomination Petitions	Nomination petitions and Affidavit of Independent Candidacy due to City Clerk within 10 days after filing Affidavit of Independent Candidacy form, and nominating petition council candidate must file Substantial Private Business Interests form.	City Code § 5.1.106
January 24, 2023	Last day for Council to adopt charter amendments, electoral ordinances and referred measures on 1st reading.	City Code § 5.1.104
January 27, 2023	Last day to amend nomination petition to correct signature line deficiencies for petitions filed by the filing deadline.	City Code § 5.1.106
January 27, 2023	Last day for candidates to withdraw from nomination	City Code § 5.1.107
January 27, 2023	Last day for write-in candidate to file affidavit of intent	City Code § 5.1.103

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DATE	ITEM	REFERENCE
January 27, 2023	Draw names for ballot position	City Charter § 11-60
February 1, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
February 3, 2023	Deadline for elected city officer to notify City Clerk they intend to run for another city office	City Charter § 2-10(e)
February 4, 2023	Deadline for elected city officer to notify City Clerk they will withdraw their intent to run for another city office.	City Charter § 2-10(e)
February 4, 2023	Certify the list of candidates and ballot questions to City Council	City Code § 5.1.127(A)
February 15, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
February 17, 2023	Deadline to send active military and overseas citizens ballots (UOCAVA)	City Code § 5.1.119(E)
February 17, 2023	Deadline for filing written comments on TABOR issues with the City Clerk.	Colo. Const. X, 20(3)(b)(v) City Charter § 7-90(c)(2)(v)
March 1, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
March 3, 2023	Last day to receive a preliminary list of registered voters from El Paso County Clerk and Recorder	City Code § 5.1.115(A)
March 3, 2023	Deadline to mail TABOR pro-con statements.	City Charter § 7-90(c)(2) Colo. Const. Art. X, Sec 20(3)(b)
March 10, 2023	Post Election Notice at Mail Ballot Drop-Off locations (Candidate Names and Ballot Questions)	City Code § 5.1.114
March 10, 2023	Publish Election Notice (Candidates Names and Ballot Questions)	City Code § 5.1.127(C)
March 10, 2023	First day ballots may be issued from the City Clerk Office	City Code § 5.1.116(G)

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DATE	ITEM	REFERENCE
No earlier than March 10, 2023 No later than March 20, 2023	Mail Ballot Packets to Active Registered Voters	City Code § 5.1.116(H)
March 10, 2023	Pre-processing of ballots may begin	City Code § 5.1.118(B)
March 15, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
March 15, 2023	Last day to receive a supplemental list of registered voters from El Paso County Clerk and Recorder	City Code § 5.1.115(B)
March 20, 2023	Counting of ballots may begin	City Code § 5.1.123
March 28, 2023	Last day to file application for an absentee ballot	City Code § 5.1.119(B)
March 31, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
April 4, 2023	ELECTION DAY	City Charter § 11-20
April 12, 2023	Deadline for return of military and overseas citizens ballots.	City Code § 5.1.119(E)
April 12, 2023	Deadline to correct issues related to self-affirmation signatures and missing ID for ballots returned by 7 PM on Election Day.	City Code § 5.1.121(B),(C),(E)
April 14, 2023	Last day to canvass returns.	City Code § 5.1.126
April 14, 2023	Publish any adopted initiated ordinances	City Charter § 12-60(b)(2)(i)
April 18, 2023	Oath of Office of for District Councilmembers whose terms begin at 10:00 a.m. on this day	City Charter § 2-10(c)
April 24, 2023	Last day to file certified copy of adopted Charter amendments with Secretary of State.	CRS § 31-2-208
May 4, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(G)

CITY OF COLORADO SPRINGS
SARAH B. JOHNSON, CITY CLERK AND DESIGNATED ELECTION OFFICIAL
MAY 16, 2023
MAYORAL RUN-OFF MAIL BALLOT CALENDAR

DATE	ITEM	REFERENCE
April 14, 2023	Draw Names for ballot position	City Code § 5.1.129(E)
April 14, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H) &(I)
April 14, 2023	Last day to receive a preliminary list of registered voters from El Paso County Clerk and Recorder	City Code § 5.1.115(A)
April 21, 2023	Post Election Notice at Mail Ballot Drop-off locations	City Code § 5.1.114
April 21, 2023	Publish Election Notice	City Code § 5.1.127(C) City Code § 5.1.129(B)(3)
April 21, 2023	First day ballots may be issued from the City Clerk Office	City Code § 5.1.116(G)
No earlier than April 21, 2023 No later than May 1, 2023	Mail Ballot Packets to Active Registered Voters	City Code § 5.1.116(H)
April 21, 2023	Pre-processing of ballots may begin	City Code § 5.1.118(B)
May 1, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
April 26, 2023	Last day to receive a supplemental list of registered voters from El Paso County Clerk and Recorder	City Code § 5.1.115(B)
May 1, 2023	Counting of ballots may begin	City Code § 5.1.123
May 9, 2023	Last day to file application for an absentee ballot	City Code § 5.1.119(B)
May 12, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)
May 16, 2023	ELECTION DAY	City Charter § 11-20
May 24, 2023	Deadline for return of military and overseas citizens ballots.	City Code § 5.1.119(E)
May 24, 2023	Deadline to correct issues related to self-affirmation signatures and missing ID for ballots returned by 7 PM on Election Day.	City Code § 5.1.120(C) City Code § 5.1.121(C-E)
May 26, 2023	Last day to canvass returns.	City Code § 5.1.129(F)
June 6, 2023	Oath of Office for Mayor	City Charter § 2-10(c)
June 15, 2023	Report of Contributions and Expenditures due	City Code § 5.2.203(H)