

**Agenda for the
Englewood City Council
Study Session
Monday, August 3, 2015
Community Room
6:00 P.M.**

- I. Branding Project Update 6:00 – 6:30 P.M.**
Communications Coordinator Leigh Ann Hoffhines and the Slate Communications Team will be present to discuss possible logo options that will be considered as part of the Englewood Community Branding and Marketing Project.
- II. National Night Out 6:30 – 6:45 P.M.**
Community Relations Specialist Toni Arnoldy will be present to discuss Englewood’s participation in the National Night Out.
- III. Election Candidate Rules Concerning Council 6:45 – 7:15 P.M.**
City Clerk Lou Ellis and City Attorney Dan Brotzman and will be present to discuss Election Candidate Rules concerning City Council.



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Eric A. Keck, City Manager
Michael Flaherty, Deputy City Manager

FROM: Leigh Ann Hoffhines, Communications Coordinator

DATE: July 29, 2015

SUBJECT: Branding Project Update

During the July 27 City Council Study Session, Slate Communications provided an update on the City's branding project, including a preview of the recommended brand platform before it goes to the stakeholders for feedback.

At Monday's Study Session, Slate Communications will present three logo options under consideration as part of the City of Englewood's branding and marketing initiative.

Next Steps: Following this meeting, the Slate team will take the recommended brand platform and various logo options to stakeholders throughout Englewood for feedback.

Using feedback gleaned from Council Monday evening, and from the rest of the stakeholders as the process moves forward, the project team will work with Slate to finalize and bring forward the final recommendation to Council in late August.

2015 Englewood Municipal Election

2015

2015 Election Timeline

- **Wednesday, July 1:** Candidate Information Packets available in the City Clerk's office
- **August 4 - 24:** Candidate petitioning takes place
- **November 3:** Election Day

Englewood City Council Candidates

Englewood voters will elect four City Council members in the November 3, 2015 Englewood General Municipal Election: one representative from District 1, one representative from District 3, and two At-Large representatives.

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.

Candidate information packets for the election will be available beginning July 1, 2015.

All Englewood Municipal Elections are nonpartisan.

It is vital that anyone interested in running for office contact the City Clerk's office for information regarding the Colorado Fair Campaign Practices Act.

Within ten days of announcing their candidacy, candidates must file a Candidate Affidavit form with the Englewood City Clerk. A New Committee Registration form must be filed with the City Clerk before accepting a contribution or making an expenditure.

Candidate Criteria:

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 must also be residents and registered electors of their districts. No Council member shall hold any other public office or employment for which compensation is paid from any municipality.

Candidates are required to sign an affidavit confirming they meet the criteria above.

Petitioning Process

Each candidate must be nominated by petition signed by at least 50 registered electors residing within the municipality, or the district, from which the officer is to be elected. The petitioning process takes place from August 4 through August 24, 2015. Only petitions obtained from the City Clerk's office may be circulated.

For more information on running for Englewood City Council, please call the City Clerk's Office at 303-762-2407.

CITY OF ENGLEWOOD

CANDIDATE INFORMATION

**General Municipal Election
November 3, 2015**

GENERAL MUNICIPAL ELECTION
NOVEMBER 3, 2015

CANDIDATE INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

At the November 3, 2015, General Municipal Election, four (4) council members will be elected - one representative from District 1, one from District 3, and two At-Large representatives - 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 16, 2015). 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 \$600 per month, the Mayor Pro Tem \$650 per month and the Mayor receives \$700 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 4, 2015.**

↳ **Petitions must be filed with the Englewood City Clerk by August 24, 2015 at 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 4, 2015 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.

As the deadline to certify the ballot to Arapahoe County is September 4, 2015, that is also the deadline to submit the audio recording of the candidate's name. 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.

The appropriate officer shall impose a penalty of \$50.00 per day for each day that a report is filed late.

[Colorado Constitution Article XXVIII Section 10 (2) (a)]

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.

City Clerk's Office Election Sign Policy

All complaints will be directed to the City Clerk's Office, 303-762-2405 or 303-762-2407.

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.

If a property has signs that are too large, or are the wrong type, Code Enforcement will contact the property owner and request that they comply with the Code. The Election Commission would prefer that this be handled by complaint only.

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, Belleview, University and U.S. 285 (Hampden).

Englewood

[Englewood Municipal Code 2000 § 16-6-13 (B) (6)]

Election Signs. ↪ Election signs shall not be posted before September 19, 2015 (45 calendar days prior to the election) and shall be removed by November 18, 2015 (15 calendar days following the election). Permission from the owner of the property is required. Unauthorized signs will be removed upon request. Such signs are limited to wall, window and ground signs, and shall not be a banner of paper or cloth. Each election sign shall not exceed twelve (12) square feet of total sign area. It shall be the responsibility of the candidate 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.

CITY OF ENGLEWOOD BUDGET

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

www.engagewoodgov.org

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 2016 Budget will not be available until September of 2015.

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.engagewoodgov.org

on the top bar, click on Inside City Hall
you will get a drop down menu, click on City Council
you will get another drop down menu, click on Agendas and Minutes.

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: 303.762.2407, 303.762.2405 and 303.783.6846.

CANDIDATE ELECTION CALENDAR

NOVEMBER 3, 2015

[Computation of time: CRS 5 1-1-106]

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| July 1, 2015 8:00 a.m. | | Candidate information packets available in Englewood City Clerk's Office NOTE: Within 10 days after becoming a candidate a Candidate Affidavit must be filed with the Englewood City Clerk. The "New Committee Registration Form" must be filed with the Englewood City Clerk before accepting any contributions. |
| August 4, 2015 8:00 a.m. | | Nomination petitions available in City Clerk's office. |
| August 4, 2015 | <input type="checkbox"/> | First day petitions may be circulated by candidates. [CRS § 1-4-805] |
| August 24, 2015 by 5:00 p.m. | <input type="checkbox"/> | Nomination petitions and Acceptance of Nomination and Qualification Affidavit must be filed with the Englewood City Clerk by 5:00 p.m. Note: All forms must be properly signed and notarized where applicable. A Notary Public is available at Civic Center to notarize these forms. |
| August 28, 2015 by 5:00 p.m. | | Deadline for the petition to be amended to correct or replace signatures that the clerk finds are not in apparent conformity with the requirements of State Statutes. [CRS § 1-4-805] |
| September 2, 2015 5:30 p.m. City Council Conference Room, Englewood Civic Center 3 rd floor | <input type="checkbox"/> | Lot drawing , for the order in which candidate's names will appear on the ballot, will be conducted by the Englewood Election Commission. [CRS § 1-5-406] |
| September 4, 2015 4:30 p.m. | <input type="checkbox"/> | Deadline to submit audio recording of candidates name to Arapahoe County. |
| September 18, 2015 by 5:00 p.m. | <input type="checkbox"/> | Deadline for submission of Candidate Profile . |
| September 19, 2015 (Saturday) | | First day election signs may be posted. [EMC 2000 § 16-6-13 (B) (6)] |
| October 12 - 16, 2015 | | Mail Ballots mailed to electors with an active request. [CRS § 1-7.5-107 (3) (a)] |
| October 13, 2015 by 5:00 p.m. | <input type="checkbox"/> | Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)] Reports to be filed with the Englewood City Clerk (21 days prior to the election). This report will cover from the beginning of the initial filing through October 8, 2015. |
| October 30, 2015 by 5:00 p.m. | <input type="checkbox"/> | Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)] Reports to be filed with the Englewood City Clerk (Friday prior to the election). This report will cover from October 9, 2015 through October 25, 2015. |
| November 3, 2015 | | ELECTION DAY |
| November 16, 2015 8:00 p.m. | | Swearing in of newly elected Council Members. [Home Rule Charter Article III, Section 22] |
| November 18, 2015 | | Election signs must be removed. [EMC 2000 § 16-6-13 (B) (6)] |
| December 3, 2015 by 5:00 p.m. | <input type="checkbox"/> | Fair Campaign Practice Act Filing [CRS § 1-45-108 (2) (a) (II)] Reports to be filed with the Englewood City Clerk (30 days following the election). This report will cover from October 26, 2015 through November 28, 2015. |
| November 1, 2016 by 5:00 p.m. | | If your December 3, 2015 FCPA filing showed an unexpended balance or deficit, you are required to file annually in off-election years on the first day of the month in which the anniversary of the major election occurs. [CRS § 1-45-108] This report will cover from November 29, 2015 through October 27, 2016. |