



## MEMORANDUM

TO: Mayor Penn and City Council Members  
All City of Englewood Employees

FROM: Eric Keck, City Manager

DATE: August 3, 2015

SUBJECT: **Election Campaign Participation - Employee Guidelines**

The Colorado Fair Campaign Practices Act (FCPA) places significant restrictions on campaign activities by cities, employees and officers.

**It is permissible under the FCPA for City employees to do the following:**

Employees may advocate for or against a ballot issue on their own time, and they may contribute their own personal funds to urge electors to vote for or against a ballot issue. Such personal activities should be documented to show they were done on personal time and do not involve the use of public monies.

**The following activities are not permissible under the FCPA:**

Public funds and resources may not be used to influence the passage or defeat of a ballot issue.

City employees may not work to influence the passage or defeat of a ballot issue on City time.

City facilities and equipment may not be used to influence the passage or defeat of a ballot issue. The City has a policy permitting public groups to use its facilities for community purposes. The City cannot, however, in any way be involved in organizing such events.

See attached City of Englewood Administrative Policy Manual, Subject: Political Activity, Number 21.

If questions come up as to what action you can take as a City employee regarding the November election, you are encouraged to contact your supervisor.

**Lou Ellis**

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**From:** Lou Ellis  
**Sent:** Monday, July 06, 2015 9:20 AM  
**To:** #Civic Center  
**Subject:** November Election 100 foot electioneering restriction

The City of Englewood has been designated as a Mail Ballot Drop-Off site for the **November 3, 2015** election.

Mail Ballots will be mailed out October 13, 2015.

Please be aware that we will be enforcing the 100 foot limit on electioneering around the Civic Center building itself.

Any election information/signs posted or displayed in the Civic Center must be removed **from October 13, 2015 through (and including) November 3, 2015.**

Also, meetings or gathering of a political nature **will not** be allowed at the Civic Center **from October 13, 2015 through (and including) November 3, 2015.**

Hopefully, this early notification will help in the scheduling of the conference rooms to avoid the political nature topics, meetings or gatherings.

Thank you for your cooperation and assistance with this.

If you should have any questions regarding this, please let me know.

Thanks,

Lou

Loucrishia A. Ellis, MMC  
City Clerk, The City of Englewood  
1000 Englewood Parkway  
Englewood, Colorado 80110  
303-762-2407

Sender and receiver should be mindful that all of my incoming and outgoing e-mails may be subject to the Colorado Open Records Act

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|-------------------------------------------------------|
| <b>City of Englewood Administrative Policy Manual</b> |
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**Subject:** Political Activity

**Number:** 21

**Effective Date:** 4-3-00

**Revised Date:** 6-4-01; 8-26-14

8-26-14

\_\_\_\_\_  
City Manager's Signature

Date

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**PURPOSE**

To define prohibited political activity.

**SCOPE**

All City employees.

**POLICY**

All employees are entitled to exercise their rights as citizens to express their opinions on all political subjects and candidates, to vote as they choose, to hold membership in and support a political party, to maintain political neutrality, to attend political meetings, and be a candidate for political party office.

Employees may not:

- Be both an employee and a member of the Englewood Council (Englewood Home Rule Charter).
- Participate in the management, affairs or political campaign of any candidate for political office during work hours.
- Solicit any endorsements, contributions or services for any political party during work hours.
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- Wear campaign buttons while on duty.

## CITY MANAGER'S BULLETIN BOARD POLICY

### Purpose of Policy Statement

To establish the use of City facility bulletin boards.

### Organization/Persons Affected

All City employees and the public.

### Policy

All approved City Bulletin boards shall be strictly limited to the display of official City of Englewood business and/or informational materials. Only governmental documents shall be placed on official City bulletin boards with the following exceptions.

### Exceptions

Exceptions to the City Bulletin Board Policy shall include the Englewood Public Library, the Englewood Recreation Center, the Englewood Golf Course, and the Malley Senior Recreation Center. These facilities shall be responsible for drafting their own bulletin board/display area policies that reflect and support the public nature of their service to the community, e.g. inclusion of materials that promote informational and/or entertainment value of a timely nature.

### Effect of adoption of policy

This policy replaces and supercedes all other policies which are inconsistent or conflict with this policy.

Approved:

  
Gary Sears, City Manager

  
Dan Brotzman, City Attorney

8/2/00  
Date

8/2/00  
Date

**City of Englewood Administrative Policy Manual**

**Subject:**           **Distribution of Information**

**Number:**           **60**

**08-04-03**

**Effective Date:** **08-02-00**

\_\_\_\_\_  
**City Manager's Signature**

\_\_\_\_\_  
**Date**

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**PURPOSE**

To establish the use of City facility counters and public areas for distribution of information, including campaign and political literature.

**SCOPE**

All City employees and the public.

**POLICY**

All counters and public areas shall be strictly limited to the display of City of Englewood informational materials. Only governmental documents shall be placed on City facility counters and in public areas.

**Exceptions**

Exceptions to this policy shall include the Englewood Public Library, the Englewood Recreation Center, the Englewood Golf Course, and the Malley Senior Recreation Center. These facilities shall be responsible for drafting their own distribution of information policies that reflect and support the public nature of their service to the community, e.g. inclusion of materials that promote informational and/or entertainment value of a timely nature.



## Englewood Public Library

NAME OF POLICY..... Public Posting/Distribution of Literature

ORIGINALLY APPROVED BY LIBRARY BOARD..... November 10, 1981

REAPPROVED/REVISED BY LIBRARY BOARD..... October 14, 1997

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### POLICY STATEMENT

The Englewood Public Library will post and/or distribute information of general community interest. All information, except that deemed illegal under Colorado law, shall be accepted for posting/distribution.

All material posted and/or displayed within the Library or Bookmobile shall be limited to a single designated area within each. The Library reserves the right to change, modify, or eliminate this area at any time without prior notice. Materials so posted and/or displayed shall be limited to a manageable size.

At least one copy of all material posted and/or displayed within the Library or Bookmobile shall be initialed and dated by designated Library staff. All such posted/displayed materials shall be removed and discarded by the Library after a reasonable period of time.

Materials which appear worn or vandalized will be removed and discarded without notice. Neither the Library nor the City of Englewood is responsible for the damage or vandalization of any materials so posted and/or displayed.

The following notice appears in posting and distribution areas:

*The Englewood Public Library and the City of Englewood do not endorse any religious and political beliefs expressed in the displayed materials or the activities they may promote.*



## **DEPARTMENT OF PARKS AND RECREATION POLICY STATEMENT**

*The following policy statement conforms with the City Manager's bulletin board policy and establishes additional policies related to the facilities exempted from the original policy document.*

**The City of Englewood Department of Parks and Recreation has adopted the following policy for the display and posting of community advertisements and all non-official city information.**

- 1.0 Community postings and all non-official city information shall be limited to the Englewood Recreation Center, Malley Senior Center, and the Englewood Golf Course. All other department facilities will be limited to posting official city information.**
- 2.0 All community postings shall be limited to bulletin board(s) or other designated display areas identified for community use (postings) by the Facility Manager and Parks and Recreation Director.**
- 3.0 Postings are limited in size to 8 1/2"x11"**
- 4.0 Postings must be initialed, dated and posted by the Facility Manager. Postings will be removed and discarded after 4 weeks.**
- 5.0 Postings that appear worn or vandalized will be removed and discarded without notice.**