

INTERGOVERNMENTAL AGREEMENT FOR 2025 COORDINATED ELECTION

This Intergovernmental Agreement ("Agreement") is entered into by and between the Moffat County Clerk and Recorder ("County Clerk") and the **City of Craig** ("Entity"). Agreement is made effective upon the signature of Entity and County Clerk.

WITNESSETH

WHEREAS, County Clerk and Entity are authorized to conduct elections as provided by law; and

WHEREAS, County Clerk will conduct Election as a "Mail Ballot Election," as such term is defined in the Uniform Election Code of 1992, C.R.S. Title 1, as amended ("Code") and the current Colorado Secretary of State Election Rules, as amended ("Rules"); and

WHEREAS, Entity has certain ballot race(s), ballot question(s) and/or ballot issue(s) to present to its eligible electors and desires to coordinate with County Clerk; and

WHEREAS, pursuant to C.R.S. §1-7-116(2), as amended, County Clerk and Entity shall enter into an agreement for the administration of their respective duties concerning the conduct of the Coordinated Election to be held on November 4, 2025, ("Election"), and said agreement must be executed no less than 70 days prior to the Election which is August 26, 2025.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, County Clerk and Entity agree as follows:

ARTICLE I PURPOSE AND GENERAL MATTERS

A. Goal.

The purpose of Agreement is to set forth the respective tasks in order to conduct Election and to allocate the cost thereof.

B. Coordinated Election Official.

County Clerk shall act as the Coordinated Election Official ("CEO") in accordance with Code and Rules and shall conduct Election for Entity.

County Clerk designates Heidi Rogers, whose telephone number is 970-824-9120, email is hrogers@moffatcounty.net and fax is 970-826-3413, to act as the primary liaison ("Contact Officer") between County Clerk and Entity. Contact Officer shall act under the authority of County Clerk and shall have primary responsibility for the coordination of Election with Entity.

C. Designated Election Official.

Entity designates _____ as its Designated Election Official ("DEO"), whose phone is _____, cell is _____, email is _____ and fax is _____, to act as the primary liaison between Entity and Contact Officer. DEO shall have primary responsibility for Election procedures to be handled by Entity. DEO shall act in accordance with Code and Rules. DEO shall be readily available and accessible during regular business hours, and at other times when notified by Contact Officer in advance, for the purposes of consultation and decision-making on behalf of Entity. In addition, DEO is responsible for receiving and timely responding to inquiries made by its voters or others interested in Entity's election.

D. Jurisdictional Limitation.

Entity encompasses territory within Moffat County, Colorado. Agreement shall be construed to apply only to that area of Entity situated within Moffat County.

E. Term.

The term of Agreement shall be through December 31, 2025 and shall apply only to Election.

**ARTICLE II
DUTIES OF COUNTY CLERK**

A. Voter Registration.

Supervise, administer, and provide necessary facilities and forms for all regular voter registration sites.

B. Ballot Preparation.

1. Provide the Entity with a Ballot Certification Template for use in preparing the ballot content for certification. (See Attachments C & D)
2. Lay out the text of the ballot in a format that complies with Code and Rules. **In accordance with Colorado Secretary of State Rule 4.5.1(b), County Clerk requests that each ballot question and ballot issue be not more than 250 words. Additional costs incurred for ballot language length exceeding 250 words are referenced in Article IV(A)(6).**
3. Clerk & Recorder shall assign the letter and/or number of Entity's ballot question(s) or ballot issue(s) which will appear on the ballot and provide this assignment to Entity.

Sign on the line provided below to indicate acknowledgement.

CLERK & RECORDER SIGNATURE



4. Provide ballot printing layouts and text for Entity's review and signature. If Entity fails to provide approval by the required deadline, the content is to be considered approved.
5. Receive certified content from the Entity in electronic format. Layout the text of the official ballot using the certified content contained in Attachments C & D provided to the Entity provided by the County Clerk, without any modifications or formatting changes. Provide an electronic form of the ballot to the Entity's DEO via email for written approval prior to the final production. Post a sample ballot to moffatcounty.colorado.gov/government/elected-officials/county-clerk-and-recorder/elections.
6. Contract with vendor acceptable to the SOS to print and send Mail Ballot Packets to every active registered voter and transmit ballots electronically to every active UOCAVA voter.

C. Voter Lists.

Upon request of Entity, create and certify a list of registered voters containing the names and addresses of each elector registered to vote in Entity.

D. Property Owners.

Only applicable to Elections conducted under titles where owning property in the political subdivision is a requirement for voting in the election.

1. Provide mail ballot packets to all eligible property owners who are registered to vote at the eligible property address.
2. Mail affidavits to all property owners within Entity as stipulated in the "Duties of Entity", Article III(G). Each eligible elector who resides outside Entity, but is registered to vote in the State of Colorado, must complete, sign and return the affidavit to County Clerk. Those electors that reside on the property will not be required to complete the affidavit.
3. Provide mail ballot packets to all eligible property owners who do not reside on the property but are registered electors of the State of Colorado, upon receipt and verification of a signed affidavit.

E. Election Judges.

Hire, instruct and oversee election judges and temporary workers necessary for the conduct of the election.

F. Mail Ballot.

1. Mail ballot packets to every active registered elector and conduct Election in accordance with C.R.S. Title 1, Article 7.5.
2. Establish drop boxes in accordance with C.R.S. §1-5-102.9(5) for the purposes of allowing electors to drop-off their completed mail ballots.

G. Voter Service and Polling Center ("VSPC") sites.

1. Establish VSPC sites in accordance with C.R.S. §1-5-102.9, coordinate the location and operation of the VSPC sites, and conduct all accessibility site surveys.
2. Obtain and provide all ballots, forms, equipment and supplies necessary for mail and accessible voting.
3. Obtain and provide all ballots, forms, equipment and supplies necessary to verify and issue ballots to property owners who are registered to vote in the State of Colorado but who do not reside in Entity. *Only applicable to Elections conducted under titles where owning property in the political subdivision is a requirement for voting in Election.*
4. Provide all necessary Election personnel to conduct Election.

H. Voting Jurisdiction.

Pursuant to C.R.S. §1-5-303 and subject to Entity providing the information referenced in Article III(C)(1), County Clerk shall provide an Address Library Report from the Statewide Colorado Voter Registration and Election database ("Address Library Report") no later than **3:00 p.m. on September 3, 2025**, which will list the street addresses located in both Entity and Moffat County according to the statewide voter registration system. In order to create Address Library Report, County Clerk must first receive from Entity the information referenced in Article III(C)(1).

I. Election Day Preparation.

1. Provide, no later than twenty days before Election, notice by publication of a mail ballot election. Such notice shall satisfy the publication requirement for all entities participating in Election pursuant to C.R.S. §1-5-205(1.4).
2. Prepare and conduct pre-election logic and accuracy testing in accordance with C.R.S. §1-7-509 and Rules.
3. Provide necessary electronic voting equipment together with personnel and related computer equipment for pre-election logic and accuracy testing and Election Day needs.
4. Prepare and conduct a risk-limiting audit in accordance with C.R.S. §1-7-515 and Rules.

J. TABOR Notice.

1. Coordinate the printing and labeling of the TABOR notice and mail it to all registered voters within Entity not less than thirty days prior to Election in compliance with Article X, Section 20 of the Colorado Constitution and any applicable Code and Rules.
2. Charge Entity for all expenses associated with printing, labeling, and mailing (postage) for the TABOR notice. Said expenses shall be prorated among all Entities participating in the TABOR notice. Such proration shall be based, in part, upon the number of addresses where one or more active registered voters of Entity reside.
3. Determine the least cost method for mailing the TABOR notice and address the TABOR notice to "All Registered Voters" at each address in Moffat County where one or more active registered voters of Entity reside.
4. Nothing herein shall preclude County Clerk from sending the TABOR notice of Entity to persons in addition to the electors of Entity if such sending arises from County Clerk's efforts to mail the TABOR notice at the least cost.

K. Counting Ballots.

1. Conduct and oversee the ballot counting process and report the results by entity.
2. Establish backup procedures and backup sites for ballot counting should counting equipment and/or building facilities fail. In such event, counting procedures will be moved to a predetermined site.

L. Certifying Results.

1. Appoint, instruct, and oversee the Board of Canvassers.
2. Certify the results of Entity's Election within the time required by law and provide Entity with a copy of all Election statements and certificates required under Code and Rule.
3. Conduct a recount of the ballots cast if required by law. The cost of the recount will be charged to the Entity.

M. Recordkeeping.

1. Store all election records as required by the Code for 25 months in such a manner that may be accessed by the entity, if necessary, to resolve any challenges or other legal questions that might arise regarding the election.
2. Keep an accurate account of all Election costs.
3. To ensure consistency, transparency, and accountability, the Clerk will act as records custodian for the purposes of the Colorado Open Records Act §24-37-201, C.R.S. (CORA) and may release such records in compliance with the provisions of CORA.

N. No Expansion of Duties.

Nothing contained in Agreement is intended to expand the duties of County Clerk beyond those set forth in Code or Rules.

**ARTICLE III
DUTIES OF ENTITY**

A. Authority.

Provide County Clerk with a copy of the ordinance or resolution stating that Entity will participate in Election in accordance with the terms and conditions of Agreement. The ordinance or resolution shall further authorize the presiding officer of Entity or other designated person to execute Agreement.

B. Call and Notice.

Publish all notices relative to Election which Entity is required to provide pursuant to Code, Rules, Entity's Charter and any other statute, rule, or regulation.

C. Voting Jurisdiction – Certifying Entity Address Boundaries.

1. If Entity is not already identified by a tax authority code in the County Assessor's records, Entity must:
 - Provide County Clerk with a legal description, map and listing of street addresses located within Entity in Moffat County, no later than 3:00 p.m. September 3, 2025.
 - This information must be provided to the County Clerk's Election Office in Microsoft Excel.
 - Certify the accuracy of such information.
2. If Entity has annexed any properties into Entity since January 1, 2021, Entity must:
 - Provide County Clerk with a legal description, map and listing of street addresses for all properties annexed into Entity in Moffat County, no later than 3:00 p.m. on September 3, 2025.
 - This information must be provided to the County Clerk's Election Office in Microsoft Excel.
 - Certify the accuracy of such information.

3. Review all information in Address Library Report referenced in Article II(H) and ensure that Address Library Report is an accurate representation of the streets contained within Entity's legal boundaries.
4. Indicate on Address Library Report Sign-Off Form ("Sign-Off Form") whether any changes are needed, or whether Address Library Report is complete and accurate.
 - If Entity requests any changes to Address Library Report on Sign-Off Form, County Clerk will make the requested changes and return the amended Address Library Report to Entity along with a second Sign-Off Form, no later than 3:00 p.m. on September 15, 2025.
5. Return the final certified Sign-Off Form to County Clerk, no later than 3:00 p.m. on September 15, 2025.

D. Petitions, Preparation and Verification.

Perform all responsibilities required to certify any candidate, initiative petition, question, or issue to the ballot.

E. Ballot Preparation.

1. Determine whether a ballot race, ballot question, or ballot issue is properly placed before the voters.
2. Prepare a list of candidates and the ballot title and text for each ballot question and ballot issue. **County Clerk requires that each ballot question and ballot issue be not more than 250 words in accordance with Colorado Secretary of State Rule 4.5.1(b). Additional costs incurred for ballot language length exceeding 250 words are referenced in Article IV(A)(6).** Ballot Worksheet (Attachment C), Candidate Worksheet (Attachment D) provided to Entity by Clerk.

Each ballot issue or ballot question submitted shall be followed by the words "yes/for" and "no/against".

Sign on the line provided below to indicate acknowledgement:

ENTITY SIGNATURE



3. Provide a certified copy of the ballot content [race(s), question(s) and issue(s)] to County Clerk no later than 3:00 p.m. on September 5, 2025, pursuant to C.R.S. § 1-5-203(3)(a). Entity must provide certified ballot content as an email attachment to hrogers@moffatcounty.net. Ballot Worksheet (Attachment C), Candidate Worksheet (Attachment D) provided to Entity by Clerk.

The ballot content must be certified exactly in the order in which it is to be printed on the ballot pages and sample ballots in the following format:

File Format: Microsoft Word (.doc or .docx)
Font Type: Arial
Font Size: 8 point
Justification: Left
All Margins: 0.5 inches

The certified list of ballot race(s), ballot question(s) and/or ballot issue(s) submitted by Entity shall be final.

4. Within two hours of receipt from the Clerk, proofread the layout and the text of the Entity's portion of the official ballots and provide written notice of acceptance to the Clerk via email to the Clerk's Election Coordinator, Heidi Rogers, at hrogers@moffatcounty.net.

Due to time constraints, Entity must provide contact information for someone who is available from 8:00 a.m. to 7:00 p.m. from September 5, 2025 until September 8, 2025, or until final approval of printing of ballots has been reached. County Clerk agrees to keep all contact personnel informed of ballot printing status. Entity has designated _____, whose phone is _____, cell is _____, email is _____ and fax is _____.

Once approval has been received, County Clerk will not make any changes to the ballot content. If Entity fails to provide approval by the required deadline, the content will be considered approved. The County Clerk shall not be responsible for any errors or omissions as a result of the "Entity's" failure to proofread the ballot.

5. Ensure that Entity's certified candidates file all Campaign and Political Finance forms required by the Colorado Secretary of State Rules Concerning Campaign and Political Finance online at <http://tracer.sos.colorado.gov>.
6. If the Entity's election includes a race, contact all candidates on the ballot and ask them to call the Clerk's candidate phone line after 6:00 p.m. at (970) 824-9120 by no later than 3:00 P.M. on September 5, 2025. The certified candidate will provide an audio pronunciation of the candidates' full name.

Sign on the line provided below to indicate acknowledgement.

ENTITY SIGNATURE



7. Defend and resolve at Entity's sole expense all challenges relative to the ballot race(s), ballot question(s) and/or ballot issue(s) as certified to County Clerk for inclusion in Election.

F. Election Participation.

If requested by County Clerk, provide person(s) to participate and assist in Election process. The person(s) provided by Entity must be registered to vote in Moffat County.

G. Property Owners.

Only applicable to Elections conducted under titles where owning property in the political subdivision is a requirement for voting in Election.

1. Notify and provide information and materials to property owners regarding the location(s) which an eligible elector may vote at any VSPC site.
2. Obtain a list of Entity's property owners from the County Assessor's office in accordance with C.R.S. §1-5-304. Property owners listed in the County Assessor's property records may not be eligible electors of Entity. Entity must review and verify the eligibility of property owners to receive ballots regarding the Entity's Ballot Issue(s).

Entity must provide an initial list of eligible electors who are registered to vote in Colorado and own property within Entity to County Clerk, no later than September 15, 2025, and must

provide a final list of eligible electors who are registered to vote in Colorado and own property within Entity to County Clerk, no later than September 15, 2025. The list must be in Excel (.xls/.xlsx) format and must include the following columns:

Owner Name
Property Address
Property Parcel Number
Mailing Address
Mailing City
Mailing State
Mailing Zip

Each property owner must be listed as a separate entry. Exclude property owners who are already registered to vote within Entity.

Exclude Trusts, LLC, Corporations and Entities if ineligible to vote – *consult legal counsel*.

H. TABOR Notice.

1. Prepare the language for the TABOR notice [for any ballot issue(s) that require a TABOR notice] in compliance with Article X, Section 20 of the Colorado Constitution and any pertinent Code and Rules.

Entity shall be solely responsible for timely providing to County Clerk a complete TABOR notice. County Clerk shall in no way be responsible for Entity's compliance with TABOR or the accuracy or sufficiency of any TABOR notice.

2. Receive written comments relating to ballot issue(s) and summarize such comments, as required by TABOR.
3. Certify and submit all TABOR notice content, including pro and con summaries and fiscal information, to County Clerk no later than 3:00 p.m. on September 22, 2025, pursuant to C.R.S. § 1-7-904. Such notice shall be provided to County Clerk's Election Office as an email attachment to hrogers@moffatcounty.net in the following format:

File Format: Microsoft Word (.doc/docx)

Font Type: Arial

Font Size: 8 point

Justification: Left

All Margins: 0.5 inches

Entity shall be solely responsible for the preparation, accuracy and contents of its TABOR notice(s). The certified TABOR notice, including all text, summary of comments and fiscal information shall be final. County Clerk may correct any spelling, grammar or formatting errors identified in Entity's certified TABOR notice, so long as those corrections do not change or otherwise impact the meaning of Entity's TABOR notice content.

4. Proofread and approve Entity's TABOR notice content for printing. Due to time constraints, Entity must provide an email address and designate a person to be available for proofing and approving TABOR notice content for printing from 8:00 a.m. to 7:00 p.m. from September 5, 2025, until September 8, 2025, or until final approval of the TABOR notice has been reached. County Clerk agrees to keep all contact personnel informed of TABOR notice printing status. Entity has designated _____, whose phone is _____, cell is _____, email is _____ and fax is _____.

Once approval has been received, County Clerk will not make any changes to the TABOR notice content. If Entity fails to provide approval by the required deadline, the content will be considered approved.

5. Mail the TABOR notice to each address of one or more active registered electors who own property but who do not reside within Entity in accordance with C.R.S. § 1-7-906(2).

I. **Cancellation of Election by Entity.**

If Entity resolves not to participate in Election, Entity must immediately deliver to the Moffat County Elections Contact Officer written notice that it is withdrawing one or more ballot questions or ballot issues; provided, however that Entity may not cancel after the 25th day prior to Election, October 10, 2025, pursuant to C.R.S. § 1-5-208(2).

Entity must reimburse County Clerk for the actual expenses incurred in preparing for Election. If cancellation occurs after the certification deadline, full election costs may be incurred. Entity must publish all notices relative to Election which Entity is required to provide pursuant to Code, Rules, Entity's Charter and any other statute, rule or regulation.

J. **Correspondence & Calls Regarding Election**

Refer members of the public and news media to the Clerk's Election Coordinator, Heidi Rogers 970-824-9120, for any matters outside of the DEO's expertise relating to election procedures.

ARTICLE IV COSTS

A. **Election Costs.**

The minimum fee for election services is \$500.00.

1. Entity's proportional share of costs shall be based on County expenditures relative to Election and the **number of eligible electors per Entity**, in accordance with C.R.S. § 1-7-116(2)(b). Costs include, but are not limited to:

- Supplies
- Printing
- Postage
- Legal notices
- Temporary labor
- Rentals
- Overtime pays
- Other expenses attributable to County Clerk's administration of Election for Entity

Entity shall be charged its **prorated** share of Election costs for any software programs used to count voted ballots as well as pre-election and post-election maintenance and on-site technical support.

2. Entity affirms that it has sufficient funds available in its approved budget to pay its prorated Election expenses.
3. If it is determined that counting must be moved to an established backup site, Entity shall be charged its prorated share.
4. The cost of any recount(s) will be charged to Entity, or if more than one Entity is involved in the recount, the cost will be prorated among the Entities participating in the recount.
5. Upon receipt of the invoice, pay to the Moffat County Clerk & Recorder within thirty days costs in an amount determined in accordance with the invoice.

6. **Entity shall pay any additional or unique election costs resulting from Entity delays and/or special preparations or cancellations relating to Entity's participation in Election. Special preparations can include, but are not limited to: ballot addendums, affidavits, ballot language length exceeding 250 words or multiple page ballot.**

B. TABOR Costs.

The minimum fee for TABOR services is **\$350.00**.

Entity shall pay a prorated amount for the costs to coordinate, label and print the TABOR notice, and for the mailing of such notice. Such proration to be based, in part, on addresses where one or more active registered electors of Entity reside.

C. Invoice.

County Clerk shall submit to Entity an invoice for all costs incurred under Agreement and Entity shall remit to the Moffat County Clerk & Recorder the total due upon receipt. Any amount not paid within 30 days after receipt will be subject to an interest charge at the lesser of 1 ½% per month or the highest rate permitted under law.

**ARTICLE V
MISCELLANEOUS**

A. Entire Agreement.

Agreement and its Exhibits constitute the entire agreement between County Clerk and Entity as to the subject matter hereof and supersede all prior or current agreements, proposals, negotiations, understandings, representations and all other communications, both oral and written.

B. Liability and Immunity.

County Clerk and Entity agree to be responsible for its own acts and omissions, and those of its officers, agents and employees, to the extent required by law, subject to and without waiving the notice requirements, immunities, rights, benefits, defenses, limitations, and protections available under the Colorado Governmental Immunity Act as currently written or hereafter amended.

In the event a court of competent jurisdiction finds Election for Entity was void or otherwise fatally defective as a result of the sole breach or failure of County Clerk to perform in accordance with Agreement or laws applicable to Election, Entity shall be entitled to recover expenses or losses caused by such breach or failure up to the maximum amount paid by Entity to County Clerk under this Agreement. County Clerk shall in no event be liable for any expenses, damages or losses in excess of the amounts paid under this Agreement. This remedy shall be the sole and exclusive remedy for the breach available to Entity.

C. Conflict of Agreement with Law, Impairment.

Should any provision of Agreement be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, it is the intent of County Clerk and Entity hereto that the remaining provisions of Agreement shall be of full force and effect.

D. Time of Essence.

Time is of the essence in the performance of Agreement. The time requirements of Code and Rules shall apply to completion of required tasks.

E. No Third-Party Beneficiaries.

Enforcement of the terms and conditions of Agreement and all rights of action relating to such enforcement shall be strictly reserved to County Clerk and Entity, and nothing contained herein shall give or allow any such claim or right of action by any other person or Entity.

F. Governing Law; Jurisdiction & Venue.

Agreement, the interpretation thereof, and the rights of County Clerk and Entity under it will be governed by, and construed in accordance with, the laws of the State of Colorado. The courts of the State of Colorado shall have sole and exclusive jurisdiction of any disputes or litigation arising under Agreement. Venue for any and all legal actions arising shall lie in the District Court in and for the County of Moffat, State of Colorado.

G. Headings.

The section headings in Agreement are for reference only and shall not affect the interpretation or meaning of any provision of Agreement.

H. Severability.

If any provision of Agreement is declared by a court of competent jurisdiction to be invalid, void or unenforceable, such provision shall be deemed to be severable, and all other provisions of Agreement shall remain fully enforceable, and Agreement shall be interpreted in all respects as if such provision were omitted.

I. Amendments/Modifications.

Amendments or strikethroughs to this Agreement are not allowed without written consent of both parties.

J. Attachments

The following attachments are incorporated herein by this reference.

Attachment A- 2025 State Elections Calendar

Attachment B- Key Dates for Coordinating Entities (subject to updates)

Attachment C- Moffat County Ballot Measure Worksheet Overview & Instructions
Ballot Measure Worksheet A
Ballot Measure Worksheet B

Attachment D- Candidate Race Worksheets
Candidate Race Worksheet A
Candidate Race Worksheet B

Attachment E- Address Library Sign-Off Form

IN WITNESS WHEREOF, the parties hereto have executed Agreement to be effective upon the date signed by both parties.

COUNTY CLERK

STACY MORGAN
MOFFAT COUNTY, COLORADO
CLERK AND RECORDER

Date

CONTACT OFFICER

HEIDI ROGERS
MOFFAT COUNTY, COLORADO
ELECTION COORDINATOR

Date

ENTITY

Name of Entity

Date

BY:

Printed Name of Authorized Representative
Signing on behalf of Entity

Signature of Authorized Representative

Title of Authorized Representative

Entity phone number



Moffat County Clerk & Recorder
Stacy Morgan, County Clerk
1198 W Victory Way Ste 103, Craig, CO 81625
Telephone (970) 824-9120 fax (970) 826-3413
www.moffatcounty.colorado.gov

Entity:

Attn:

Attachment C – 2025 Ballot Measure Worksheet Overview & Instructions

- 1. Legal requirements:** The Moffat County Clerk must layout ballots so that all ballot measures are printed in the order and format required by the Uniform Election Code of 1992 and the Secretary of State's Election Rules, summarized as follows:
 - a. The relative order of ballot measures certified by coordinating entities of the same type is determined by the chronological order in which they are certified to the County Clerk.
 - b. The identifying number and/or letter (e.g., "Ballot Question 5A") for all ballot measures that will appear on the ballot must be assigned by the County Clerk in accordance with the conventions specified in Secretary of State Election Rule 4.5.2.
 - **Designated Election Officials (DEO's) and governing boards of coordinating entities cannot assign the identifying ballot measure letter or number, and the Moffat County Clerk will disregard identifying letters and numbers so assigned.**
 - Please be advised the Moffat County Clerk may not be able to finally determine the identifying letter or number for all ballot measures until after the ballot certification deadline for coordinating entities has expired.
 - c. If the DEO of a coordinating entity certifies more than one ballot measure, they will appear on the ballot in the following order:
 - **Ballot Issues** (i.e., ballot measures arising under TABOR):
 - TABOR issues referred by the governing board
 - To increase taxes
 - To retain excess revenues
 - To increase debt
 - Other referred TABOR issues
 - TABOR issues initiated by citizens
 - To increase taxes
 - To retain excess revenues
 - To increase debt
 - Other referred TABOR issues
 - **Ballot Questions** (non-TABOR ballot measures): In the order specified by DEO or governing board
- 2. Ballot Measure Contest Names:** The Moffat County Clerk will assign contest names for all ballot measures according to the following convention: [Name of District] Ballot [Issue/Question] [Number/Letter]. Governing boards or DEOs may add a few-word summary of the subject matter (e.g. Legalize the use of off-road vehicles) to the ballot measure's contest name.
- 3. Instructions:** Complete one Ballot Measure Worksheet for each ballot measure that the DEO certifies for the upcoming election.



Moffat County Clerk & Recorder
Stacy Morgan, County Clerk
1198 W Victory Way Ste 103, Craig, CO 81625
Telephone (970) 824-9120 fax (970) 826-3413
www.moffatcounty.colorado.gov

Attachment C – Ballot Measure Worksheet

(make additional copies as necessary)

- Submit both pages of this worksheet, in Microsoft Word, to Heidi Rogers (hrogers@moffatcounty.net).

1. Name of coordinating entity (as registered in DOLA): _____

2. Ballot measure type: ☐ Ballot Issue (TABOR) ☐ Ballot Question (non-TABOR)

3. Subject matter summary for contest heading (optional)

English (no more than 7 words)

4.

5. **Ballot title:** Enter the ballot measure's text in the form of a question, exactly as it should be printed on the ballot. Please note:

- Ballot issues under TABOR must be certified in ALL UPPERCASE LETTERS (Note: the text must be *originally* typed in all UPPERCASE LETTERS. If you type it in upper and lower case and then edit font to all uppercase, it does not transfer correctly to the ballot design application.)
- Ballot questions not arising under TABOR must be certified in sentence case (upper/lower case letters)
- Maximum of 250 words.

Subject matter summary
(optional)

Certified by the entity; no
more than 7 words

Local Measures	
City of Sunnyvale Ballot Issue 2A	
Sales Tax for City Programs	
SHALL THE CITY OF SUNNYVALE TAXES BE INCREASED BY \$1,750,000 IN THE FIRST FULL FISCAL YEAR (2026) AND BY AMOUNTS COLLECTED ANNUALLY THEREAFTER, FROM ALL SALES AND USE TAX BEGINNING JANUARY 1, 2026, WITH TAX REVENUES SPENT AS FOLLOWS: • INCREASED REVENUE TO BE USED FOR THE CITY OF SUNNYVALE'S POLICE AND FIRE DEPARTMENTS • REVENUE TO BE USED FOR THE CITY OF SUNNYVALE'S PUBLIC WORKS DEPARTMENT • REVENUE TO BE USED FOR THE CITY OF SUNNYVALE'S COMMUNITY DEVELOPMENT DEPARTMENT • REVENUE TO BE USED FOR THE CITY OF SUNNYVALE'S COMMUNITY DEVELOPMENT DEPARTMENT	
AND SHALL SUCH TAX BE COLLECTED AND SPENT AS A VOTER APPROVED REVENUE CHANGE NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATIONS CONTAINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?	
YES/FOR	NO/AGAINST

Ballot title (text) –
no more than 250
words

Contest Name – determined by
the County Clerk according to the
following format:

[Name of district] Ballot
[Issue/Question] [Number/Letter]



Moffat County Clerk & Recorder
Stacy Morgan, County Clerk
1198 W Victory Way Ste 103, Craig, CO 81625
Telephone (970) 824-9120 fax (970) 826-3413
www.moffatcounty.colorado.gov

- Ballot Issues or Questions vote choice will be formatted as follows:

_____ YES/FOR _____ NO/AGAINST

- Provide ballot title (ballot measure text) on next page (see a sample ballot measure below).
Specific requirements for submitting ballot title (ballot measure text):
 - Text must be left justified and single-spaced
 - Bullet points may be used, but sub-bullet points may not be used
 - To accommodate proper ballot layout, final spacing is at the Clerk's discretion
 - Submit this worksheet (pages 2 and 3) in Microsoft Word to Heidi Rogers
(hrogers@moffatcounty.net)
-

Ballot Title – English (no more than 250 words)

Enter ballot title here:



Moffat County Clerk & Recorder
Stacy Morgan, County Clerk
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www.moffatcounty.colorado.gov

Attachment D – 2025 Candidate Race Worksheet

- Use one worksheet per candidate race you are certifying.
- Submit both pages of this worksheet, in Microsoft Word, to Heidi Rogers (hrogers@moffatcounty.net).

1. **Name of coordinating entity:** _____

2. **Name of elected office or position:** _____

3. **Representation type:** Under the applicable election laws of the coordinating entity, state whether candidates for this office are elected at large by all electors of the coordinating entity, or by ward or other district. Check one:

☐ Candidates for this office are elected at large

☐ Candidates for this office are elected by ward or other district

4. **Number of positions:** State the number of elected positions to be filled for this office (i.e., whether this race is "Vote for One," "Vote for Two," etc.): _____

5. **Term of office (optional):** You may, but are not required to, state the term of office for this race in years.
Example: Four-year term

Do you want the term of office included on the ballot? ☐ Yes ☐ No

Term of office in years: _____-year term

6. **Named candidates:** State the names of all candidates for this office, **exactly** as they should be printed on the ballot, and in the **exact order** they should be printed on the ballot:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

- Add additional lines if necessary
- Candidate names must be in proper case
- Candidate names may not include any title or degree designating the business or profession of the candidates
- A candidate's name may include one nickname, if the candidate regularly uses the nickname, and the nickname does not include any part of a political party name

See the next page for write-in candidate information



Moffat County Clerk & Recorder
Stacy Morgan, County Clerk
1198 W Victory Way Ste 103, Craig, CO 81625
Telephone (970) 824-9120 fax (970) 826-3413
www.moffatcounty.colorado.gov

7. **Write-in candidates:** State whether this race will have write-in candidates. ☐ Yes ☐ No

If your answer to Question 7 is Yes, also state:

- (1) The number of separate write-in lines that should be printed on the ballot. The number of write-in lines should equal the number of elected positions to be filled (see Question 4): _____
- (2) Under the ballot access laws and rules that apply to the coordinating entity, is there any possibility that an eligible elector may file papers with the DEO to qualify as a write-in candidate after the DEO certifies ballot content to the County Clerk?

☐ Yes ☐ No

(3) State the names of the eligible write-in candidates for this race:

(a) _____

(b) _____



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City of Craig
Attn: Katie Carmody

Attachment E - Address Verification for 2025 Coordinated Election

A voter's residential address determines what ballot style they receive. The ballot style will contain only the races/contests a voter is eligible to vote on. Therefore, it is imperative that the address information in the voter registration system is accurate and complete.

The address information sent to you on August 25, 2025, contains the addresses the voter registration system shows are within the boundaries of the City of Craig. Please note, the voter registration system is 'live,' and the data changes daily. The information sent to you is current as of August 25, 2025, and only reflects addresses which voters have used for voter registration. Please review this information to identify any addresses which we show are a part of the district that should not be included. Similarly, confirm that all residential addresses within the district are included (i.e. we aren't missing an entire street). Finally, please note any addresses that are not residential addresses. By verifying this information, you are confirming that all eligible electors in your district receive the correct ballot style. If corrections are needed, or to highlight any addresses that are not residential, please send that information as soon as possible to Heidi Rogers at hr Rogers@moffatcounty.net. She will review the information, make the changes and send you an updated address library to approve. Once you have confirmed that all addresses are correct, please complete and sign this verification and send it to Heidi at hr Rogers@moffatcounty.net. **This verification is due by 3 pm on Wednesday, September 3, 2025.**

I, _____, confirm that the addresses contained in the address
Printed Name*

information sent by Moffat County on August 25, 2025, are correct.

Participating Entity

Signature

Title

Date

** The person confirming the address information can be someone other than the Designated Election Official (DEO). However, it is assumed that the DEO has reviewed the information and agrees with the person signing this verification.*