



Candidate Guidelines

. . . a source of general information about the basic requirements of candidacy for individuals interested in being elected to the office of City Council in the City of Lone Tree.

**Regular Municipal Election
May 3, 2016**

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INTRODUCTION

The *Candidate Guidelines* are furnished as a source of general information about the basic requirements of, and deadlines for, candidacy for municipal office in the City of Lone Tree May 3, 2016 regular municipal election. The *Guidelines* are also designed to assist you in completing forms required of you as a candidate. In addition, general information is provided regarding administration of the election and basic information about the organization of the City Council.

These *Guidelines* contain basic information and are not intended to be comprehensive in scope or depth. The City Clerk's Office cannot provide legal advice. If you have questions regarding the interpretation of applicable laws and regulations for your particular situation, you may wish to consult with a private attorney who can provide you with that interpretation. The City Clerk's Office will assist you through the election process as much as possible.

If you have questions about issues not included or not covered in detail, please contact Jennifer Pettinger at 303-708-1818 x1283 for further information. The City Clerk's Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal holidays.

ON THE BALLOT

All municipal elections are non-partisan. At the May 3, 2016 regular municipal election, City voters will elect a Mayor and a Council Member in each of the two districts (District One and District Two). All terms are for four years.

TYPE OF ELECTION

Mail Ballot

Ballots will be mailed no later than April 18. All ballots (except active military and overseas voters) must be received by 7:00 p.m. on Election Day. Active military and overseas voter's ballots must be received by May 14, 2016. Ballots can be dropped off at the Municipal Building or mailed.

VOTER REGISTRATION

To be eligible to vote in the May 3, 2016 Election, a person needs to be a resident of the State of Colorado for 22 days immediately preceding Election Day. For the May 3, 2016 Election that date would be April 11. Eligible voters are required to live in the City and register to vote by Election Day.

Voter registration information is available at www.govotecolorado.com.

REGISTRATION LISTS

Voter registration lists and/or mailing labels are available from Douglas County Clerk & Recorder at 303-660-7444 or via email at elections@douglas.co.us.

ELECTION TABULATION

Ballots tabulation will begin after 7:00 p.m. on Election Day. Unofficial results will be posted on the City's website at: www.cityoflonetree.com/munielection.

Final election results could be delayed due to active military and overseas voter ballots and/or if a recount becomes necessary. Canvass of voter will be completed by May 16.

ORGANIZATION MEETING

Terms of office for the Council Members elected in 2016 is slated to begin at the first City Council Meeting following the election (May 17, 2016). If there is a runoff election for Mayor it would be held on Tuesday, June 7, 2016. City Council will elect a Mayor Pro Tem from among its members for a two-year term at the first meeting following the Election. New Council Members will take an oath or affirmation of office before entering the duties of their office.

COUNCIL MEETINGS

Regular Council meetings are held on the first and third Tuesdays of each month beginning at 7:00 p.m. in the Council Chambers. These meetings typically end no later than 10:00 p.m. and are preceded by a Study Session, which begins at 4:30 p.m.

Agendas and packets outlining matters to be decided by Council are sent via email on the Thursday prior to each Council meeting. Council packets are prepared several days prior to Council meetings to afford Council Members an opportunity before meetings to review the issues that they are being asked to consider. It takes an average of three hours to review each Council packet. Agendas are also available on the City's website at: www.cityoflonetree.com/ccagenda.

POWERS

The City Charter defines the powers and responsibilities of the Mayor, Mayor Pro Tem, and City Council.

The Council shall be the legislative and governing body of the City and shall have and exercise, except as otherwise provided, all powers conferred upon or possessed by the City and shall adopt

such laws, ordinances and resolutions as it shall deem proper. The City of Lone Tree is a home-rule city with a Council-Manager form of government. Council is charged with legislative actions, budget approval and policy setting while the City Manager is charged with the day-to-day operations of the City and staff.

The Mayor presides at Council meetings and is the recognized head of the city government for all ceremonial purposes and for purposes of military law. The Mayor executes documents and performs any other duties provided by ordinance. The Mayor shall have power to vote on matters brought before the Council. The Mayor Pro Tem serves in these capacities during the absence of the Mayor.

Some actions the City Council takes as a body are to:

- ♦ Appoint and provide direction to the City Manager, City Attorney, Presiding Municipal Judge and all Board and Commission members
- ♦ Approve the annual budget
- ♦ Hold public hearings on annexation and zoning matters
- ♦ Adopt and/or modify City ordinances as needed
- ♦ Approve intergovernmental agreements
- ♦ Provide direction for the City of Lone Tree by determining short and long-term goals.

ADDITIONAL DUTIES

Council also holds numerous meetings within the community as a way of keeping both Council and citizens informed about issues of mutual concern.

In addition to the City Council meetings, Council Members also may represent the

City on various committees outside of the organization such as the Partnership of Douglas County Governments (PDCG), the Colorado Municipal League (CML), Denver Regional Council of Governments (DRCOG) and others.

COMPENSATION

By Charter, Council Members receive compensation in the amount of not less than \$500 per month. The Mayor receives compensation in the amount of not less than \$750 per month. Current salaries are for Council Members \$826.42 per month, and for Mayor \$1,239.67 per month. Salaries are increased by 3% per year as provided in the City Charter. Members may be reimbursed for actual and necessary expenses incurred in the performance of their duties of office.

TERMS OF OFFICE

The City of Lone Tree is comprised of two districts, and two Council Members serve from each district. Each election year, one Council Member is elected from each District. A Mayor is elected at-large every four years. The Mayor and Council Members serve four-year terms.

Article III, Section 2 of the Charter limits elected officials to two full consecutive terms in one office or eight consecutive years, whichever is longer.

COUNCIL CONDUCT

City Code and Charter Provisions

The relevant provisions of the City Code and Charter follow the *Guidelines* behind separate tabs. Candidates are encouraged to become familiar with these provisions.

Conflicts of Interest

A Council Member who has financial interest in a matter to be voted upon by

Council shall disclose the interest to the Council and shall not vote, or influence the vote, on the matter.

Quasi-judicial decisions

Applying constitutional due process (fair hearing) requirements, state and federal courts have characterized certain governmental entity decisions as legislative and others as “quasi-judicial.” It is important to understand the differences between legislative and quasi-judicial decisions because the courts require that special procedures be followed for “quasi-judicial” matters.

City Council normally operates as a policy-making body, but most land-use matters are quasi-judicial. Very strict rules have been imposed by state judges on quasi-judicial matters. Since the City Council is acting like a judge, Council must make its decisions based on the evidence presented at the public hearing. Just like a judge, Council is not allowed to hear evidence outside of the public hearing. The Council, acting like a judge, must listen to the oral testimony that is presented in reaching its decision. Council must then weigh that evidence against legal criteria and reach a decision whether that criteria was met. Council members are required to come into the hearing without an opinion. Outside information and opinions are called ex parte contact. Colorado state courts have ruled that such ex parte contact contaminates the hearing. The result may be that a district court would overturn the decision of City Council because of these ex parte contacts. If a district court judge overturned the decision of City Council, it could result in legal and financial liability for the City.

2016 City Council Meeting Schedule

**Study Sessions and
Council Meetings**

Tuesday, January 05, 2016
Tuesday, January 19, 2016
Tuesday, February 02, 2016
Tuesday, February 16, 2016
Tuesday, March 01, 2016
Tuesday, March 15, 2016
Tuesday, April 05, 2016
Tuesday, April 19, 2016
Tuesday, May 03, 2016
Tuesday, May 17, 2016
Tuesday, June 07, 2016
Tuesday, June 21, 2016
Tuesday, July 05, 2016
Tuesday, July 19, 2016
Sunday, August 02, 2015
Tuesday, August 16, 2016
Tuesday, September 06, 2016
Tuesday, September 20, 2016
Tuesday, October 04, 2016
Tuesday, October 18, 2016
Tuesday, November 01, 2016
Tuesday, November 15, 2016
Tuesday, December 06, 2016
Tuesday, December 20, 2016

Study Sessions begin at 4:30pm.
Executive Sessions (if necessary) begin at 6:00pm and following the study session. If an Executive Session is not necessary, Council will recess for dinner.
The Regular Session convenes at 7:00pm.

GENERAL

An individual is eligible to be a candidate for municipal office if, at the time of election, he or she:

- ♦ is a citizen of the United States,
- ♦ is at least 25 years of age for Council Member,
- ♦ is at least 30 years of age for Mayor,
- ♦ is a registered elector,
- ♦ has resided within the City of Lone Tree and the appropriate District from which he/she is to be elected for at least one year immediately preceding the date of the election.
- ♦ has not been convicted of a felony,
- ♦ is not in default of any obligations owed to the City or any governmental unit, and
- ♦ does not hold another public office or employment for which compensation is paid by City funds.

NOMINATION PETITIONS

Petitions are obtained **ONLY** from the City Clerk's Office. Petitions **are not to be photo copied or have the staples removed**. If you need additional petitions, contact the City Clerk at 303-708-1818.

Each candidate for municipal office must circulate and submit a nomination petition containing sufficient signatures. A completed sample of the nomination petition is provided on pgs 3-4 and 3-5.

Signature Requirements

Each candidate's petition must be signed by at least **25 registered electors who reside within the District**. Candidates are encouraged to obtain more than the required 25 signatures. The City Clerk's Office will examine and verify each petition to ensure that there are 25 signatures and no one has signed more than one petition for the same office.

The candidate must sign the Affidavit of Candidate Acceptance and the petition

circulator must sign the Affidavit of Circulator on the nomination petition. Both statements must be notarized. Notarial services are available at the Municipal Building.

The candidate is asked on the nomination petition form to state how he or she would like his or her name to be listed on the ballot. The candidate's name may be a nickname. State law prohibits use of any title or degree designating the business or profession of the candidate. The City Clerk will draw names to determine the order of the ballot. All candidates are invited to attend the drawing on March 2, 2016 at 10:00 a.m. at the City Clerk's Office.

Petition Deadlines

As provided by state law, nomination petitions must be circulated and filed within the following timeframe:

Earliest date to pick up:

Monday, February 1, 2016, 10:00 am at the Candidate Orientation

Earliest date to circulate/file:

Tuesday, February 2, 2016

Filing deadline:

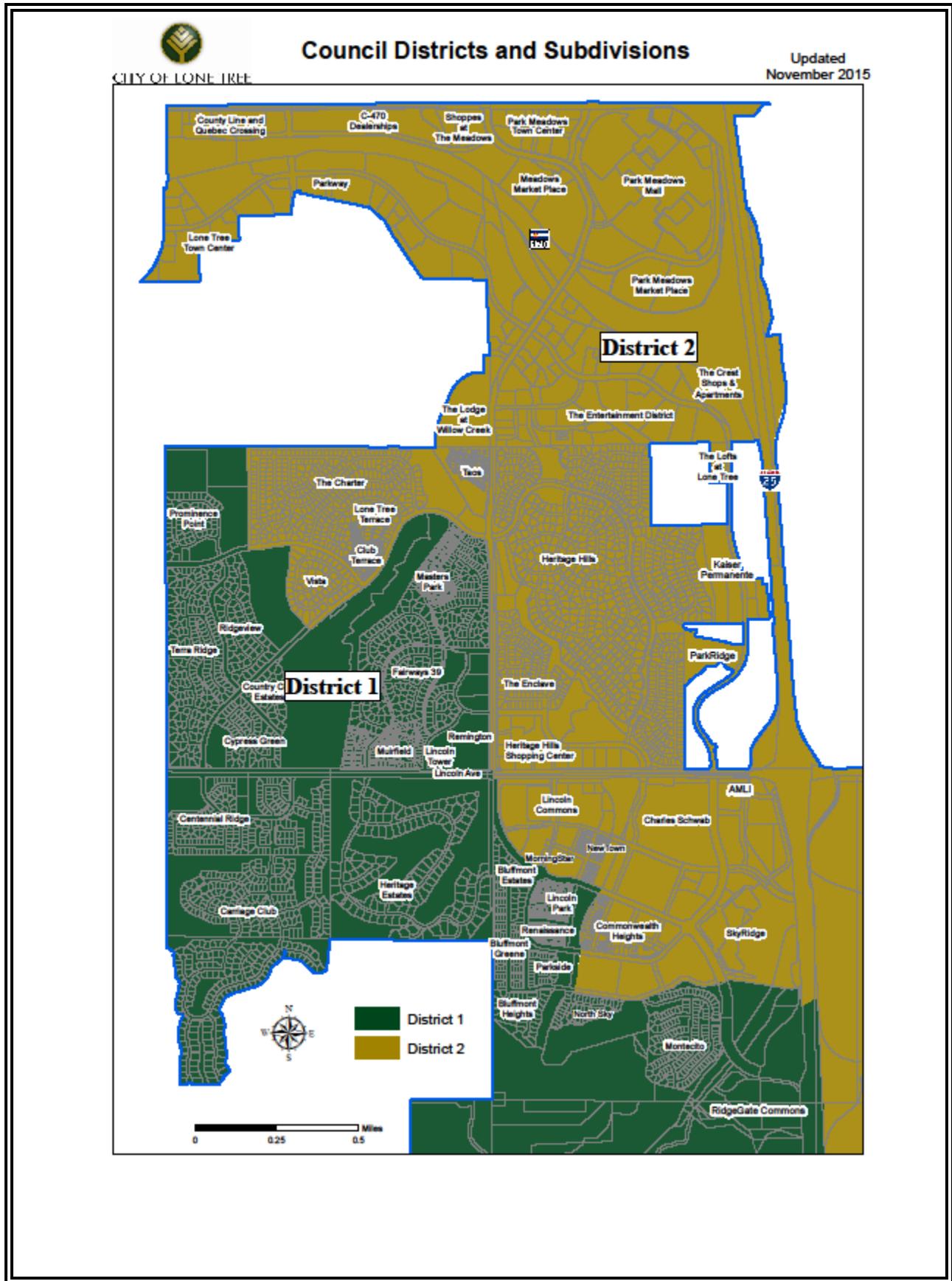
Monday, February 22, 2016 by 5:00 pm

WITHDRAWAL FROM CANDIDACY

A person who has been nominated may withdraw, no later than, Tuesday, March 1 by filing a signed affidavit with the City Clerk. Forms for withdrawing may be obtained from the City Clerk.

WRITE-IN CANDIDATES

Write-in votes are counted only if the write-in candidate files an affidavit of intent with the City Clerk by Monday, February 29, 2016. Write-In Candidates are not listed on the ballot.





CITY OF
LONE TREE

SAMPLE

NOMINATION PETITION

To Jennifer Pettinger, City Clerk:

We, the undersigned, do hereby join in a petition for the nomination of John Candidate (full name of candidate), who resides at 1234 Park Meadows Drive (address of candidate) in the City of Lone Tree, Colorado, for the office of Council Member (Council Member or Mayor) in District 1 (leave blank if for Mayor) for the term of 4 years to be voted at the Regular Municipal Election to be held on Tuesday, May 3, 2016.

(Optional): We, the undersigned, hereby designate that the following person(s) constitute a vacancy committee for the purpose of filling a vacancy in this nomination should one occur. If there is a vacancy committee, complete all of the information below for each person prior to circulating this petition:

Name	Address	Phone Number

WARNING: IT IS AGAINST THE LAW

For anyone to sign this petition with any name other than one's own or to knowingly sign one's name more than once for the same candidate or to knowingly sign the petition when not a registered elector. Do not sign this petition unless you are a qualified elector. To be a qualified elector you must be registered to vote and eligible to vote in the City of Lone Tree elections. Do not sign this petition unless you have read or have had read to you the proposed nomination petition in its entirety and understand its meaning.

CRS §31-10-302(2) Nomination petitions may be circulated and signed beginning Tuesday, February 2, 2016 (91 days prior to the day of the election) and ending on Monday, February 22, 2016 (71 days prior to the day of election). Petitions shall be filed with the City Clerk no later than Monday, February 22, 2016 at 5:00pm.

Sign this petition only if:

- (1) you are registered to vote in Lone Tree Municipal Elections and are qualified to vote for this candidate; and
- (2) you have not signed more nominating petitions than there are offices for which you are entitled to vote.

SIGNATURES OF PETITIONERS

1	Printed First Name Joseph	Printed Last Name Smith	MI S.	District Joseph's District	Date Signed Date Joseph signed
	Signature Joseph's Signature	Address Joseph's Address		City Joseph's City	ZIP Code Joseph's ZIP
1	Printed First Name	Printed Last Name	MI	District	Date Signed
	Signature	Address		City	ZIP Code

Petition #

32	Printed First Name	Printed Last Name	MI	District	Date Signed
	Signature	Address		City	ZIP Code
33	Printed First Name	Printed Last Name	MI	District	Date Signed
	Signature	Address		City	ZIP Code
34	Printed First Name	Printed Last Name	MI	District	Date Signed
	Signature	Address		City	ZIP Code
35	Printed First Name	Printed Last Name	MI	District	Date Signed
	Signature	Address		City	ZIP Code

For Office Use Only # of valid signatures _____

AFFIDAVIT OF CIRCULATOR

State of Colorado)
 County of Douglas)

I, _____ (full name of circulator), hereby certify that I circulated this petition and that each signature is the signature of the person whose name it purports to be and that each signer has stated that he/she is a registered elector of the City of Lone Tree and of District [#] for which this nomination is made.

Signature of Circulator _____

Date: _____

Subscribed and sworn before me by _____ in the County of _____, State of Colorado, this _____ day of _____, [year].

 Notary Public
 Commission Expiration Date: _____

Petition #



CITY OF LONE TREE

ACCEPTANCE OF NOMINATION

State of Colorado)
County of Douglas)

I, the undersigned, being first duly sworn, depose and state that:

- I am a citizen of the United States.
- I am at least twenty-five (25) years of age.
- I am a resident of the City of Lone Tree and District [#].
- I have continuously resided in the City and District [#] for one year immediately preceding the election.
- I am a registered elector.
- I have never been convicted of a felony.
- I am not in default of any obligation owed to the City or any governmental unit.
- I do not hold another public office or employment for which compensation is paid by City funds.

PLEASE INDICATE BELOW THE WAY YOU WISH YOUR NAME TO APPEAR ON THE BALLOT. NO DEGREE OR TITLE IS PERMITTED. PLEASE PRINT LEGIBLY.

Name (printed) _____

I, _____ (full name of candidate), hereby accept the nomination tendered me by the foregoing petitioners for the office of Council Member District [#] for the term of four (4) years.

Signature of Candidate _____

Address _____

Date: _____

Subscribed and sworn before me by _____ in the County of _____, State of Colorado, this _____ day of _____, [year].

Notary Public
Commission Expiration Date: _____

CAMPAIGN REGULATIONS

COMMENCEMENT OF CAMPAIGN ACTIVITIES

There is no limitation on the point in time when a candidate for office may commence campaign activities. However, give close attention to the Campaign Reporting Requirements, beginning on page 5-1, for filing a candidate affidavit, registering candidate committees, maintaining bank accounts as well as the time limitations on the placement of election signs (below).

DOOR-TO-DOOR SOLICITATION

No non-commercial flyer shall be left at, or attached to, any sign, utility pole, transit shelter or other structure within the public right-of-way. No non-commercial flyer shall be left at, or attached to, any privately-owned property in a manner that causes damage to such privately-owned property.

Political canvassers (*a person who attempts to make personal contact with a resident at his/her residence without prior invitation for the purpose of attempting to enlist support*) are allowed except at private property where the property is posted with a "No-Soliciting" sign, or if the property is listed on the City's "No Visit" list. Registration with the City is encouraged.

Political solicitors (*a person who attempts to make personal contact with a resident at his/her residence without prior invitation for the purpose of attempting to obtain a donation*) are allowed except at private property where the property is posted with a "No-Soliciting" sign, or if the property is listed on the City's "No Visit" list. Registration with the City is required.

IDENTIFICATION OF WRITTEN CAMPAIGN MATERIALS

A public communication made by a candidate, candidate committee, issue committee or political committee shall include a disclaimer notice identifying the name of the committee that paid for the communication. A disclaimer notice shall be clear and conspicuous on the communication, and in the case of a single sided document, sign or billboard, the disclaimer shall be on the front. A notice shall not be considered to be clear and conspicuous if it is difficult to read or hear.

POLITICAL SIGNS

Permits are not required for placement of political signs within the City. However, signs may only be placed upon private property with the consent of the property owner.

Signs may not be displayed on sidewalks, streets or medians and may not be attached to trees, poles, fences, vehicles, utility boxes or other signs.

Campaign signs may be displayed 24 hours per day beginning 90 days before the election (no earlier than **February 3**). All signs must be removed within two weeks after the election (by **May 17** for the Municipal Election). There is no limit to the number of signs. The maximum size of a sign is thirty-two (32) square feet per face, with a maximum height of fifteen (15) feet, and the sign must be set back a minimum of five (5) feet from the property line. Signs shall not be animated and shall not flash, blink, fluctuate, etc. (LT Municipal Code 16-29-130)

FECP REPORTING REQUIREMENTS

GENERAL

The City of Lone Tree established the Fair Election and Campaign Practices (FECP) in order to clarify and simplify the procedures candidates and committees need to follow.

As a home rule municipality, this provision in the code applies only to the City of Lone Tree general and special municipal elections. The provisions of this code shall govern in place of the State of Colorado Fair Campaign Practices Act (FCPA).

FECP sets forth certain requirements for candidates to provide disclosure with respect to receiving campaign contributions and making expenditures. An individual who becomes a candidate for City Council elective office is required to file certain forms pursuant to these laws.

Political committees supporting or opposing candidates or issues are also required to comply with these filing requirements.

Electronic versions of the forms are available on the City's web site at www.cityoflonetree.com/fecp.

Completed FECP forms must be submitted to the City Clerk. Facsimile or electronic copies shall be accepted, provided that original documents are received by the City Clerk within five (5) days from the date of the facsimile or electronic filing.

Any report submitted pursuant to FECP will be made available for public inspection.

The City Clerk's Office (303-708-1818) is available to answer any questions you have regarding the FECP requirements.

ANNOUNCING YOUR CANDIDACY

Candidate Affidavit

The Candidate Affidavit must be filed with the City Clerk's Office within 10 days of publicly announcing an intention to run for office and subsequently receiving a contribution or making an expenditure in support of the candidacy. The City Clerk's office recommends that the Candidate Affidavit be filed as soon as possible after announcing candidacy to ensure compliance with FECP.

Candidates are requested to provide an email address on this form so that our office can get information to you quickly if necessary.

CANDIDATE COMMITTEES

Committee Registration Form

The Committee Registration form must be submitted no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier. A candidate committee consists of a person, including the candidate, or persons with the common purpose of receiving contributions and making expenditures under the authority of a candidate.

A candidate can only have one candidate committee.

If you do not intend to accept contributions or make expenditures, a Committee Registration Form will not need to be filed.

FEC REPORTING REQUIREMENTS

Bank Accounts

All contributions received by a candidate committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee.

All records pertaining to the account must be maintained by the committee for 60 days after the submission of the final report unless a complaint is filed.

CONTRIBUTION INFORMATION

- ♦ No person shall make to a candidate, and no candidate shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- ♦ An expenditure by a candidate on behalf of his or her own candidacy shall be deemed a contribution to the candidate's committee
- ♦ No person shall make to an issue committee, and no issue committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- ♦ All contributions must be reported, and
- ♦ Contributions of \$25 or more must be itemized, and
- ♦ When the total amount of contributions from one individual reaches \$100 or more, the employer and occupation of the contributor must be disclosed, and
- ♦ Electioneering Contributions or expenditures exceeding \$100 must include the name, address, occupation and employer.

UNEXPENDED CONTRIBUTIONS

Unexpended contributions to a candidate committee **may be** contributed to:

- Any nonprofit or charitable organization

- The State of Colorado
- Any political subdivision of the State
- Or may be returned to the contributors.

Unexpended contributions to a committee **cannot be** contributed to:

- A political party;
- A different candidate committee established by the same candidate for a different office, if the candidate committee making such a contribution is affirmatively closed by the candidate no later than ten days after the date such a contribution is made.

CAMPAIGN REPORTING

All candidate, issue and political committees are required to report to the City Clerk their contributions received, including the name and address of each person who has made contributions in the amount of \$25 or more; expenditures made; and obligations entered into by the committee.

All reports must be submitted on forms provided by the City Clerk and complete in all respects. The City Clerk's Office will conduct a thorough review of each report filed. All reports will be accepted on a conditional basis and the Registered Agent will be notified in writing if any deficiencies are found or if the report is incomplete. Written notice may be provided in person, by mail, by fax, or by electronic mail if an electronic mail address is on file. The Registered Agent will have three (3) business days from the date of delivery of the notice to file an amended report that cures the deficiencies. Failure to do so could result in a \$50 per day fine.

FEC REPORTING REQUIREMENTS

Reports must include any contributions or expenditures made five days prior to the filing date.

The reporting forms required by the FEC are provided in hard copy format. Electronic forms are available on the City's website
www.cityoflonetree.com/fecp.

CAMPAIGN REPORTING FORMS

Filing Deadlines

Filing deadlines* for reports in 2016 are as follows:

<u>Period Covered</u>	<u>Filing Date</u>
** – April 7	April 12
April 8 – April 24	April 29
April 25 – May 28	June 2

*Reports shall be filed every fourteen (14) days following the filing of the statement of organization until twenty-five (25) days before the election (April 8).

**From the date a contribution was received or expenditure made, or, for incumbents, from the date covered by the last report filed.

The reporting period ends five days prior to the filing date.

If the reporting deadline falls on a weekend or legal City holiday, the report must be filed by the close of the next business day.

Completed reports may be faxed or emailed to the City Clerk's Office. The original report must be received within five days after electronic submittal.

City of Lone Tree
City Clerk's Office
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124
Fax: 303-225-4949
Email: jennifer.pettinger@cityoflonetree.com

REPORTS ARE PUBLIC RECORD

Any report submitted pursuant to FEC will be made available for public inspection.

No information contained in any campaign report may be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose.

NOTARY SERVICES

Some election forms must be notarized and some must be filed under oath. Notary public services are usually available at banks, car dealerships, real estate offices, and at places that provide mailing services. A notary public may charge up to \$5 for each document notarized. Free notary public services are available at the City Clerk Office's during normal business hours

Important Candidate Dates

The conduct of an election requires the City Clerk, candidates, and voters to adhere to specific deadlines. Following is a list of important dates to remember. The majority of the dates are legal deadlines and cannot be waived. It is strongly suggested that you enter these dates in your personal calendar. Note: all filings are to be made with the City Clerk's Office, City of Lone Tree, Administration Building, 9220 Kimmer Drive, Suite 100, Lone Tree, CO 80124.

DATE	ACTION
MONDAY, FEBRUARY 1ST at 10:00AM City Administration Offices 9220 Kimmer Drive, Suite 100	Candidate Orientation* and nomination petitions may be picked up.
WEDNESDAY, FEBRUARY 3	First day election campaign signs may be erected for the election.
TUESDAY, FEBRUARY 2	First Day nomination petitions may be circulated (91 st day before the election)
MONDAY, FEBRUARY 8 at 10:00am City Administration Offices 9220 Kimmer Drive, Suite 100	Fair Election Campaign Practices (FECPT) Training**
MONDAY, FEBRUARY 22 at 5:00PM	Nomination petitions are due to the City Clerk by 5:00 p.m. (no later than the 71 st day before the election)
WEDNESDAY, MARCH 2 at 10:00AM City Administration Offices 9220 Kimmer Drive, Suite 100	City Clerk to draw candidate names to determine their order on the ballot
TUESDAY, APRIL 12	FECPT Financial disclosure report for 2016 candidates and issue committees are due
FRIDAY, APRIL 29	FECPT Financial disclosure report for 2016 candidates and issue committees are due
TUESDAY, MAY 3 7AM-7PM	ELECTION DAY
THURSDAY, JUNE 2	Post-election FECPT Financial disclosure report for 2016 candidates and issue committees are due
TUESDAY, MAY 17	Last day to remove election campaign signs
SUCCESSFUL CANDIDATE DATES	
TUESDAY, MAY 10 8AM-5PM	NEW COUNCIL MEMBER ORIENTATION
TUESDAY, MAY 17 7PM	Swearing in of newly elected Council Members
MAY 19-20 (THURS & FRI)***	COUNCIL RETREAT
JUNE 21-24	CML Conference (Vail, CO)
TUESDAY, JUNE 7	MAYORAL RUNOFF ELECTION (IF NEEDED)

*The Candidate Orientation is an informational session for interested parties where staff will present election and campaign finance information. It is encouraged for candidates to attend but not required.

**FECPT Training an informational training session for candidates and committees regarding the Fair Elections and Campaigning Practices submissions. It is encouraged for candidates to attend but not required.

*** Tentative Date

CANDIDATE CHECKLIST OF DOCUMENT FILINGS

To assist you in keeping track of documents which must be filed with the City Clerk's Office, the following checklist is provided:

ACTION	DEADLINE	DATE COMPLETED
Candidate Affidavit	Within 10 days of receiving a contribution or making expenditure under the authority of a candidate	
Committee Registration	No later than 10 days after accepting or making a contribution or expenditure	
Candidate Orientation & Petition Pickup	Monday, February 1, 2016 10:00AM	
Nomination petitions may be circulated beginning	February 2, 2016 (Tuesday)	
Attend Campaign Report (FECP) Training	Monday, February 8, 2016 10:00AM	
Deadline to file nomination petitions	Monday, February 22, 2016 5:00PM	
FECP Campaign Reports due	14 days following Statement of Organization filing and every 14 days after until April 8, 2016	
FECP Campaign Reports due (21 days before Election)	April 12, 2016 (Tuesday) (Period ?-April 7)	
FECP Campaign Reports due (Friday before Election)	April 29, 2016 (Friday) (Period April 8-April 24)	
Campaign Reports (FECP) due (30 days after Election)	June 2, 2016 (Thursday) (Period April 23-May 28)	

IMPORTANT CONTACT INFORMATION

The following telephone numbers are provided to assist you with election and City government related questions.

Election-Related Questions

Jennifer Pettinger, City Clerk 303-708-1818 x1283
jennifer.pettinger@cityoflonetree.com

City Clerk's FAX Number 303-225-4949

Sign Code Questions and Complaints Regarding Placement of Election Signs in the Public Right-of-Way

Julius Zsako, Zoning and Development Services 303-708-1818
Coordinator
julius.zsako@cityoflonetree.com

Voter Registration Questions/Requests for Voter Registration Records

Douglas County Elections Office 303-660-7444

General City Government Information

City Administration Office 303-708-1818

City Administration FAX Number 303-225-4949