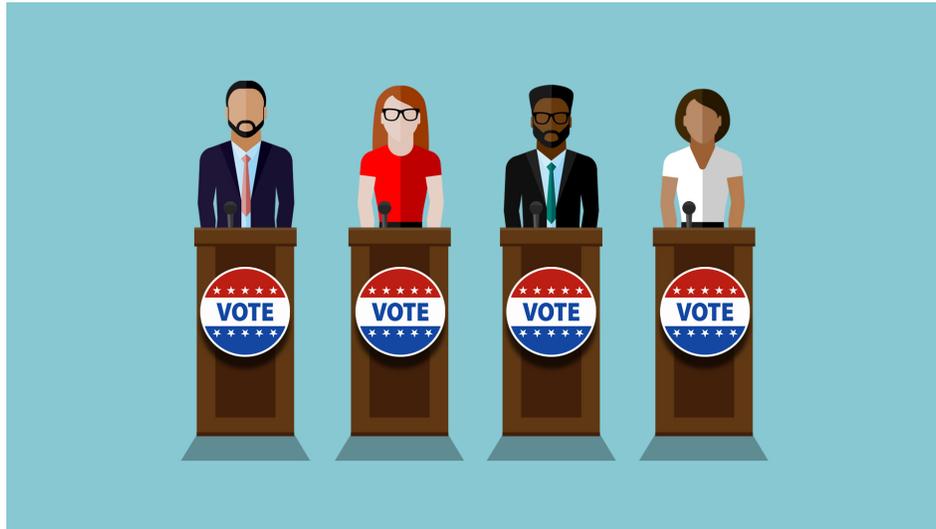




# CANDIDATE INFORMATION PACKET

2021 Municipal Coordinated Election

Tuesday, November 2, 2021



**Steve Kirkpatrick**  
City Clerk



Candidates:

The City Clerk's Office prepared these materials to provide a snapshot of the process and deadlines for the Coordinated Municipal Election. to be conducted on **Tuesday, November 2, 2021**. Included are a summary of the basic requirements associated with the election, a listing of critical election dates, and relevant information for participation in the election.

The City of Wheat Ridge's Municipal Election will be coordinated with the Jefferson County Clerk and Recorder's election division. The Wheat Ridge City Clerk is the designated Election Commissioner and a chair of the election canvass board. As the designated election official, I am your primary point of contact. The county will coordinate all ballot preparation and printing, voting, tabulation, and results reporting.

In November 2021, the people of Wheat Ridge will elect a mayor, and one city council position for each Council District (1-4).

If you are interested in learning more about the process, I invite you to attend the Candidate Orientation on Thursday, July 29, 2021, at 6:30 p.m. Detailed information will follow.

When do you become a candidate? (For more detailed information see page 6 of the Candidate Orientation Manual). In accordance with campaign finance rules, an individual becomes a candidate when they publicly announce their intent to run for office and thereafter receives a contribution or makes an expenditure in support of their candidacy. A public announcement includes but is not limited to making a statement a reasonable person would expect to become public signifying an interest in a public office by means of a speech, advertisement, or other communication reported to or appearing in public media or any place that is accessible to the public. A public announcement also includes a stated intention to explore the possibility of seeking an office and/or the registration of a candidate committee. A candidate must comply with the Fair Campaign Practices Act reporting requirements which stipulate that the necessary forms be filed. To get a head start on understanding your legal responsibilities under the law, download and review the [SOS Campaign Finance Manual](#). Candidate, issue, and political committees are required to file regularly scheduled reports of all contributions/loans received and expenditures made regarding any campaign and/or ballot issue or ballot question.

I wish you all the best in your campaign!

Sincerely,

Steve Kirkpatrick  
City Clerk

City of Wheat Ridge Municipal Building  
7500 W. 29<sup>th</sup> Ave.  
Wheat Ridge, CO 80033-8001  
P: 303.235.2823

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## *ARE YOU CONSIDERING RUNNING FOR OFFICE?*

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This section provides general information about the experience as an elected official in the City of Wheat Ridge. It is based in part on legal requirements outlining the duties and responsibilities of the city's elected officials but is more heavily based on the real-life experiences of elected officials that have served.

### **GOVERNMENTAL & LEGAL STRUCTURE**

The City of Wheat Ridge is a home-rule municipality. The electors of the city have adopted a home-rule Charter. The Charter and Ordinances provide considerable legal protection from state interference, except where courts determine that a matter is of statewide concern or mixed state and local concern, where state law prevails<sup>1</sup>. The city charter dictates a Council-Manager government structure. The Mayor and City Council oversee the policy arm of the city. The Council appoints the city manager. The city manager operates the organization and typically has broad administrative authority. It is recommended you review the applicable legal codes including the Colorado Constitution, Colorado Revised Statutes (Titles 31 and 24)<sup>2</sup> and the Wheat Ridge Charter and Municipal Code.<sup>3</sup>

### **MAYOR AND CITY COUNCIL**

The City of Wheat Ridge's governing body consists of eight elected city councilmembers, two from each council district (1-4). The Mayor, City Treasurer and the City Clerk are also elected and are at-large, meaning voters across the City vote for those offices.

Each elected office is for a four-year term and is subject to term limits (2 consecutive terms). The mayor is the ceremonial head of government and presides over the council meetings. The mayor is not entitled to vote on matters except in the case of a tie vote. The mayor also has veto authority over Council-adopted ordinances. The municipal elected offices are non-partisan; candidates are not nominated by, or linked on the ballots with, a political party.

The City Council is responsible for:

- Representing the citizens of Wheat Ridge;
- The Adoption of Ordinances and Resolutions or rules for the City;
- Determining City policies;
- Securing and sustaining public improvements such as streets and sidewalks;
- Superintending the expenditures of money;
- Establishing various taxes and fees;
- Approving various City contracts; and,
- Designating members of City boards, commissions and committees.

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<sup>1</sup> Colorado Municipal League 2019 Candidate Guide. <https://www.cml.org/docs/default-source/uploadedfiles/resources/publications/2019-municipal-candidate-guide.pdf>

<sup>2</sup> Colorado Legal Resources

<sup>3</sup> [https://library.municode.com/co/wheat\\_ridge/codes/code\\_of\\_ordinances](https://library.municode.com/co/wheat_ridge/codes/code_of_ordinances)

Under current ordinances passed by the Council, the Mayor is paid \$10,000 per year, Councilmembers \$6,000 per year, the City Clerk and City Treasurer \$29,000 per year.

Learn how City Council works on the [council webpage](#). Consider reviewing the [Rules of Order and Procedure](#) and the [Guide to Participating in City Meetings](#) as an advance training resource. Once elected, there will be training and orientation for elected officials.

Many who consider running for office decide to observe council meetings and study sessions to learn about the process. Explore the [city website](#) to get a feel for calendar and time demands public meeting obligations and the organization as a whole.

### **Meetings:**

With the mayor presiding, the City Council holds two different kinds of sessions:

Study Sessions – Council receives briefings from City staff, the City Attorney and others as the Councilmembers learn about issues and decisions that helps inform their deliberations and discussions. No formal actions may be taken during a Study Session.

Regular Council Meetings – Council meets to consider proposed formal actions, like new ordinances, contracts, resolutions, agreements with other governmental agencies, appointments to city boards and commissions, and other formal actions.

The Mayor and City Council meets on the second and fourth Monday of each month for regular meetings, and on the first and third Mondays for study sessions. Regular meetings begin at 7:00 p.m.; study sessions at 6:30 p.m. For full agendas, or when considering a contentious issue, the meetings can work well into the evening. Occasionally, special meetings (either regular or study sessions) are scheduled when the urgency of business requires.

Council meeting packets are substantial and require time to review and consider in advance.

(Visit this webpage to view current or previous council meeting packets:  
<https://ci.wheatridge.co.us/915/City-Council-Meeting-Records>)

The City Council considers legislative and quasi-judicial matters (such as land use applications) that require different legal obligations for the council. This process will be reviewed in detail in the elected official training after the election.

Newly elected officials are encouraged to attend training sessions with city staff and the city attorney to become familiar with a variety of important subjects related to their service. The Mayor and Council also convene for strategic planning and retreats periodically. These sessions can last several days and are often scheduled in the evenings or on the weekends.

### **Committee Participation:**

The city has boards and commissions to research and provide guidance to the Council on setting public policy. In addition, there are special districts and other governmental and quasi-governmental authorities that provide important public services to the City's residents. Councilmembers are appointed to committees or select organizations to act as liaisons for the city. Time commitment will vary, and meetings could be day or evenings.

From time to time, the City Council, and occasionally the Mayor, convenes ad hoc committees to review proposals for services contracts, interview candidates for appointments to boards and commissions, or consider special issues that come before the city. Each Councilmember may be asked to volunteer some time to one or more of these committees.

### **Individual Constituent Interaction:**

Constituents expect Councilmembers to be available to communicate via e-mail and phone calls about their concerns and consistently follow-up while keeping in contact with residents.

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## *ELECTION INFORMATION & CANDIDATE PROCESS*

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The City of Wheat Ridge Coordinated Municipal Elections are held on the first Tuesday after the first Monday in November of odd numbered years. The 2021 Coordinated Election date is **Tuesday, November 2<sup>nd</sup>, 2021**. Appendix A is a Candidate Calendar with relevant dates for individuals running for municipal office.

For municipal election legal requirements, review the Colorado Constitution, Colorado Revised Statutes, Title 1, and Title 31, Article 10, Wheat Ridge Charter Ch. 11 and Wheat Ridge Municipal Code, Chapter 7.<sup>4</sup>

### **VOTER REGISTRATION INFORMATION**

To be eligible to vote, one must be eighteen years of age, be a citizen of the United States, have resided in Colorado for twenty-two days prior to the election, and be properly registered with the County Clerk and Recorder.

Voter registration forms are available through any municipal or county clerk's office or in City Hall. Electors can register to vote, change their address, and activate their voter registration at [www.govotecolorado.com](http://www.govotecolorado.com).

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<sup>4</sup> [Colorado Legal Resources](#)

**The last day to register to vote in this election is Tuesday, November 2, 2021. Election Day registration must be completed at an official Jefferson County Vote Center or the Jefferson County Clerk and Recorder's Election Office. Find locations at [www.votejeffco.com](http://www.votejeffco.com)**

## **WHEN DO YOU BECOME A CANDIDATE?**

An individual becomes a candidate when:

1. They publicly announce their intent to run for office, and thereafter
2. Receives a contribution or makes an expenditure in support of their candidacy.<sup>5</sup>

A public announcement includes but is not limited to making a statement a reasonable person would expect to become public signifying an interest in a public office by means of a speech, advertisement, or other communication reported to or appearing in public media or any place that is accessible to the public. A public announcement also includes a stated intention to explore the possibility of seeking an office and/or the registration of a candidate committee.

Candidates must file a Candidate Affidavit with the City Clerk no later than 10 days from when the above conditions are met. This also begins their legal obligations under the Fair Campaign Practices Act. (*see page 7*)

## **CANDIDATE ELIGIBILITY REQUIREMENTS**

Candidates must meet the following criteria pursuant to C.R.S. 31-10-301 and Wheat Ridge Charter:

- ✓ Must be a registered voter by the time of the candidate's nomination;
- ✓ Must be at least 18 years of age by the date of the election;
- ✓ Must be a resident of the City of Wheat Ridge (for Mayor, City Clerk, Treasurer) or the City and also the relevant council district (for Council member) for a period of at least 12 consecutive months immediately preceding the election;
- ✓ Must maintain residency throughout the term in office;
- ✓ May not be a candidate for more than one office at the same election or hold two municipal offices simultaneously.

No person may serve more than two consecutive, four-year terms in any elected office.

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<sup>5</sup> [SOS Campaign Finance Manual](https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf) p. 8; <https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

## NOMINATION PROCEDURE

All municipal elections are nonpartisan, and nomination is by petition. Candidate petition packets will be available for pick-up at the City Clerk's office on August 3<sup>rd</sup>, 2021. The petitions must be submitted no later than 5:00:00 p.m. on August 23, 2021.

Each nomination petition shall be completed with the name of the candidate *as he/she wishes it to appear on the ballot*, the candidate's place of residence, and the office being sought. Candidates may use a nickname but may not use any title or degree designation with the business or profession of the candidate.

Candidates may withdraw from the election by submitting a written affidavit to the City Clerk's Office stating their withdrawal pursuant to C.R.S. Title 31. A form can be acquired at the City Clerk's Office.

## CIRCULATION OF NOMINATION PETITIONS

An individual becomes an official candidate for the election upon nomination and acceptance of nomination by petition. Please review the Petition Guidelines provided by the City Clerk. The guidelines provide important information about the petition circulator requirements, signature review, and cure process. Candidates' nomination petitions must be signed by no fewer than 25 eligible electors of the candidate's relevant city council district (for council candidates), or within the city generally (for Mayor, City Clerk and City Treasurer). Other requirements apply and are outlined in the guidelines.

Signatures will be verified by the City Clerk's Office. If signatures are eliminated as ineligible resulting in fewer than 25 registered and eligible electors on a petition, the petition circulator will have time in which to cure the petition. Many candidates submit more than the minimum 25 signatures of registered voters; some submit twice or even thrice the minimum number to ensure that they have 25 valid signatures among those submitted.

<b>First day petition may be circulated:</b>	<b>August 3, 2021</b>
<b>Last day to file nomination petition:</b>	<b>August 23, 2021</b>
<b>Last day to cure nomination petition:</b>	<b>August 27, 2021</b>
<b>Last day to withdraw petition:</b>	<b>September 1, 2021</b>

## WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received no later than **Monday, August 30, 2021, at 5:00:00 p.m.**

## CANDIDATE BALLOT POSITION-Lot Drawing

The position of candidate names on the ballot for the municipal election is determined by lot. The drawing of names for the position on the ballot is conducted by the City Clerk's Office. The drawing by lot will be held in the **City Council Chambers at City Hall (7500 W, 29<sup>th</sup> Ave., Wheat Ridge) at 2:00 p.m. Friday, September 3<sup>rd</sup>**. Candidates for office do not need to be present but are welcome to attend.<sup>6</sup>

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## FAIR CAMPAIGN PRACTICES ACT

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The reporting requirements of the Fair Campaign Practices Act (FCPA) apply to all candidates for election in the city, as well as for ballot issues and questions. All forms required by the Act must be filed with the City Clerk's Office. It is the responsibility of each candidate to become familiar with and meet the reporting and filing provisions of the Fair Campaign Practices Act.<sup>7</sup> The candidate affidavit requires that you review the applicable legal requirements. A campaign finance packet with all the relevant forms can be picked up at the City Clerk's Office during business hours and deadlines for filings are below and in the Candidate Election Calendar in Appendix A.

There are no campaign contribution limits for municipal office.

### Deadlines for filing odd-year frequent filing with the City Clerk<sup>8</sup>

<u>Deadline</u>	<u>Forms</u>
Within 10 days becoming candidate <sup>9</sup> October 2, 2021	Candidate Affidavit Major Contributor/Independent Expenditure Reporting Window Starts
October 12, 2021	Campaign Report due
October 29, 2021	Campaign Report due
December 2, 2021	Campaign Report due

## STAND ALONE CANDIDATES (CANDIDATES WITHOUT COMMITTEES)

Standalone candidates are candidates without a candidate committee. You do not need a candidate committee if you will not solicit or accept contributions during your candidacy or if you will only spend your own money. You must have a committee if you will accept money or

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<sup>6</sup>The overall position of state initiatives, ballot questions, and coordinated elections is determined by state law and SOS rule.

<sup>7</sup> [SOS Campaign Finance Manual](https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf) p. 8; <https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

<sup>8</sup> Also found in Appendix A.

<sup>9</sup> See page 5 for conditions of being a candidate for the FCPA.

other types of contributions from any other person/entity. Standalone candidates must report all expenditures to the City Clerk. Standalone candidates must itemize all expenditures of \$20 or more (either one-time expenditures or expenditures greater than \$20 in aggregate during a reporting period). Itemized expenditures must list the name and address of the payee and the purpose of the expense. The law does not require standalone candidates who do not make expenditures to file disclosure reports, but candidates may file a zero report if they choose. Standalone candidates are no longer considered candidates upon losing the election. These individuals do not need to take affirmative action to end their candidacy and do not need to file disclosure reports. Candidates wishing to exit the race prior to the election must submit a written withdrawal and must file disclosure reports for any reporting periods in which they made expenditures until submitting such a withdrawal or until the election occurs.

## **CANDIDATE COMMITTEES**

A candidate committee accepts contributions and makes expenditures under the authority of the candidate. A candidate committee includes the candidate. The law does not require the committee to have additional members. A candidate can only have one active candidate committee. When considering running for office, you, your registered agent, fundraisers, and campaign manager should become familiar with the requirements of Article XXVIII of the Colorado Constitution, Title 1, Article 45, C.R.S., and the Rules Concerning Campaign and Political Finance.

You will need a committee name (including the name of the candidate, such as "Jane Doe for City Council"), physical, mailing, and e-mail addresses, and financial information including the name of the bank where the committee has or will have an account. You also need to designate a registered agent who will act as the committee's representative. The candidate can serve as the registered agent or may designate another natural person to serve as registered agent.

Candidates remain candidates for office as long as they have an open candidate committee and must file all assigned disclosure reports. Candidates may terminate their committee by filing a termination report that reflects a zero balance. **The City Clerk's Office will impose penalties of \$50 per day, including weekends and holidays, for reports filed after the due date, even if your committee has no activity during the reporting period.** Committees with loans or outstanding debt, including late filing penalties, may not terminate until the loan or debt has been paid and the committee has reached a zero balance. Inactive candidate committees must terminate after nine years. Inactive candidates are candidates that do not seek access to the ballot in an upcoming election.

## OTHER COMMITTEES AND FILINGS

Other relevant committees that may require campaign finance reporting are:

- Independent Expenditure Committees
- Small Scale Issue Committees
- Political Committees

For details about how these committees are defined and what the requirements are review Fair Campaign Practices Act and the [SOS Campaign Finance Manual](#) (on the Colorado Secretary of State's website).

**Major Contributor Reports:** Beginning October 3, 2021 any candidate that receives a contribution of \$1,000 or more must report it within 24 hours and on the regular disclosure reports.

**Independent Expenditure Reports:** Beginning October 3, 2021, independent expenditure committees must file a separate *48 Hour Notice of Independent Expenditure* report in addition to the regular disclosure report within 48 hours of obligating funds for expenditures of more than \$1,000 made.

## CONTRIBUTIONS, EXPENDITURES, FUNDRAISING

For details and examples on allowable and restricted contributions and expenditures, fundraising, and more please review the [SOS Campaign Finance Manual](#). There will also be more detail discussed at the candidate orientation meeting. Contact the City Clerk's Office for any other questions or support.

## APPENDIX A

### CANDIDATE ELECTION CALENDAR

August, 2021		
August 3 (Tuesday)	First day to circulate candidate petitions. (91 days before the election)	C.R.S. 31-10-302
August 23 (Monday)	Last day to circulate candidate petitions. Due to City Clerk by 5:00 p.m. (Close of business. No later than the 71 <sup>st</sup> day before the election)	C.R.S. 31-10-302
August 27 (Friday)	Last day to cure petitions. (67th day before the election)	C.R.S. 31-10-302
August 30 <sup>10</sup> (Monday)	Last day to file an affidavit of intent to run as a write in candidate (Close of Business on 64th day before the election)	C.R.S. 1-4-1102(2) C.R.S. 31-10-306
September, 2021		
September 1 (Tuesday)	Deadline to file a candidate withdrawal of nomination with the clerk. (No later than 63 days before the election)	C.R.S. 31-10-303
September 3 (Friday)	Lot Drawing for Ballot Placement of Names. 2:00 p.m. (City Council Chambers)	C.R.S. 31-10-902
TBA	Election Forum 6 p.m. (City Council Chambers) Hosted by the Wheat Ridge Chamber of Commerce & the City of Wheat Ridge	
October, 2021		
October 3 (Sunday) CPF calendar	Start of the 30-day period before the election for 24-hour Major Contributor reports and 48-hour Independent Expenditure reports. Concludes on November 4 <sup>th</sup> .	
October 11 (Monday)	Last day to submit an application to register to vote through a voter registration drive for the Coordinated Election. (No later than 22 days before the election, or day after if 22 days falls on holiday)	C.R.S. 1-2-201(3)(b)(I)
Monday, Oct. 11 through Friday, Oct. 15	Mail Ballot will be mailed to all eligible voters.	C.R.S. 1-7.5-107(3)(a) and C.R.S. 1-1-106(4)
October 12 (Tuesday) CPF calendar	<b>First Candidate Finance Report Due</b> -covers Oct. 28, 2020-Oct. 7, 2021. (21 days before election)	C.R.S. 1-45-108(2)(a)(II)
October 25 (Monday)	Vote Centers open for in person services	C.R.S. 1-7.5-107 (4.5)(a)(III),(c) SOS Rule 7.9.1
October 29 (Friday) CPF calendar	Second Candidate Finance Report Due. Covers Oct. 8, 2021 – Oct. 27, 2021. (Friday before election)	C.R.S. 1-45-108(2)(a)(II)

<sup>10</sup> New date adopted by Ordinance pending July 2021

## November, 2021

November 2 (Tuesday)	<p><b>COORDINATED ELECTION DAY</b> Polls open 7:00 a.m. to 7:00 p.m. All ballots must be in the hands of the county clerk by 7:00pm on election day in order to be counted. Ballots cast by military and overseas voters must be sent no later than 7:00pm on election day and received by the close of business on the 8th day after the election.</p>	<p>Colo. Const. Art. X, Sect. 20(3)(a) C.R.S. 1-1-104(6.5) C.R.S. 1-7-101 C.R.S. 1-41-102(1)</p>
November 10 (Wednesday)	Last day for an elector to cure signature discrepancy or missing signature, or to provide missing ID. (By 11:59 p.m. MT 8 days after election day)	<p>C.R.S. 1-7.5-107.3(2)(a) C.R.S.1-8.5-105(3)(a) SOS Rules 7.6.1 &amp; 7.7.5</p>
November 24 (Wednesday)	Last day for the Canvass Board to complete the canvass and submit official abstract of votes cast for the Coordinated Election to the Secretary of State. (No later than the 22nd day after the election)	<p>C.R.S. 1-10-102(1) C.R.S. 1-10-103 (1)</p>
November 30 (Tuesday)	Last day for an interested party to request a recount of the results of the Coordinated Election at their own expense. (Within 28 days after the Coordinated Election)	<p>C.R.S. 1-10.5-106 (2)</p>
<p><b>December 2</b> (Thursday) <a href="#">CPF calendar</a></p>	<p><b>Post-Election Candidate Finance Report Due.</b> Covers Oct. 24, 2021- Nov. 27, 2021. (30 days after election)</p>	<p>C.R.S. 1-45-108(2)(a)(II)</p>
December 7 (Tuesday)	Last day to complete a statutory recount of any race in the Coordinated Election. (No later than the 35th day after the Coordinated Election)	<p>C.R.S. 1-10.5-102(2) C.R.S. 1-10.5-103</p>
December 9 (Thursday)	Last day to complete a recount requested by an interested party. (No later than the 37th day after the Coordinated Election)	<p>C.R.S. 1-10.5-106(2)</p>