

No. 25-001

**ELECTION RESOLUTION  
APPOINTMENT OF DESIGNATED ELECTION OFFICIAL  
FOR THE MAY 6, 2025 REGULAR ELECTION**

WHEREAS, the terms of office of two (2) Directors of the Foothills Park & Recreation District (District), one in “Ward Three” and one in “Ward Four” shall expire in May, 2025. An election (Election) shall be conducted on May 6, 2025 in accordance with the provisions of the Special District Act, §§ 32-1-801, *et seq.*, C.R.S. (the “Act”), and §§ 1-1-101, *et seq.*, and 1-13.5, 101, *et seq.*, C.R.S. (collectively, the “Code”), for the purpose of electing members of the Board of Directors of the District (the “Board”);and

WHEREAS, the Board desires to authorize the regular Election to be conducted on May 6, 2025 as a mail ballot Election for the election of two (2) Directors of the Board of Directors.

NOW, THEREFORE, be it resolved by the Board of Directors of Foothills Park & Recreation District that:

1. Conduct of Regular Election. The regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, two (2) Directors will be elected to serve a four-year term, one in Ward Three and one in Ward Four.

2. Designated Election Official. Richelle Riley, or designee, shall be appointed as the Designated Election Official on behalf of the District and is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Act, Code, or other applicable laws. Among other matters, the Designated Election Official shall publish the Call for Nominations, cancel the regular election, if necessary, appoint election judges as necessary, appoint the Board of Canvassers, arrange for the required notices of election (either by mail or publication) and printing of ballots, and direct that all appropriate actions be accomplished.

3. Establishment of Voting Center and Ballot Drop-Off Location.

One (1) Voting Center has been established as set forth below:

Foothills Park & Recreation District Administrative Offices  
Peak Community & Wellness Center  
6612 S. Ward Street, Littleton, CO 80127

At this voting center, eligible electors can drop off their voted ballots and request a replacement ballot or absentee ballot.

4. Potential Candidates for the Board. Self-Nomination and Acceptance petitions are available at the Designated Election Official's office located at the Peak Community & Wellness Center, 6612 S. Ward St. All candidates must file a nomination petition with the Designated Election Official no later than 5:00 p.m. on February 28, 2025. A person who misses this deadline, but wishes to be a write-in candidate for office, shall file an Affidavit of Intent with the Designated Election Official no later than 5:00 p.m. on Monday, March 3, 2025.

5. If the only matter before the electors is the election of directors of the District and if, by 5:00 p.m. on the 63<sup>rd</sup> day before the Election, which date is March 4, 2025, or any time thereafter, there are not more candidates than offices to be filled at the Election for Ward 3 and/or Ward 4, including candidates timely filing affidavits of intent to be a write-in candidate, the Designated Election Official shall cancel the Election for Ward 3 and/or Ward 4 and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with C.R.S. § 1-13.5-513(6), as amended.

6. Mail Ballot Election. Richelle Riley, or designee, shall also serve as Designated Election Official for any such mail-ballot election. This Resolution shall be amended and supplemented in the event of any such decision to incorporate the appropriate actions under the Act, Code and TABOR, including but without limitation the certification of the ballot question, the approval of a mail-ballot plan, and the notification to Jefferson County.

7. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Repealer. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

9. Effective Date. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 28th day of January 2025.

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Phillip Trimble, Chair

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Gina M. Writz, Secretary