



**City Clerk**  
300 Laporte Avenue  
PO Box 580  
Fort Collins, CO 80522  
**970.221.6515**  
970.221-6295 - fax  
[fcgov.com/cityclerk](http://fcgov.com/cityclerk)

## MEMORANDUM

**DATE:** October 27, 2023  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Anissa Hollingshead, City Clerk  
**RE:** **Ordinance Protest and Referendum Process**

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A notice of protest against Ordinance No. 136, 2023, was filed today, October 27, 2023. The purpose of this memorandum is to provide a brief overview of the process regarding the potential for a referendum to come forward relating to this protest, including known and potential timing at this point.

### **Referendum Process**

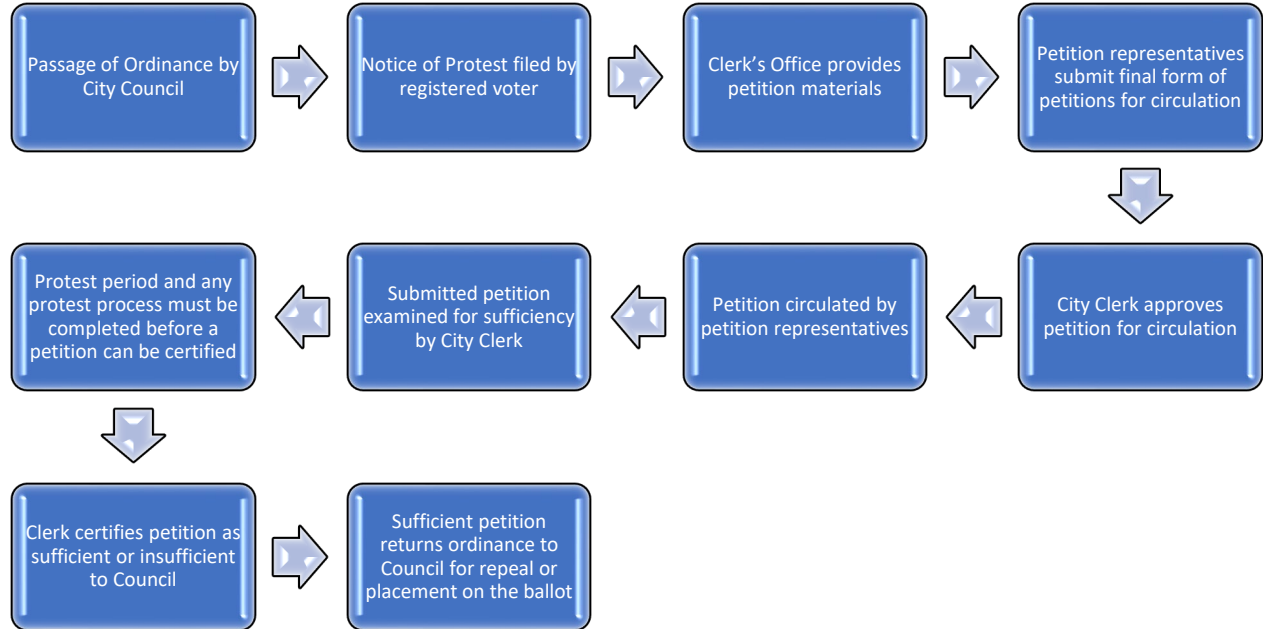
Article X of the Fort Collins Home Rule Charter outlines the protest and referendum process. Chapter 7, Article VI, of City Code also contains relevant provisions. The provisions in both these places are included as an attachment to this memo.

A successful petition effort for a referendum requires valid signatures from registered Fort Collins voters in an amount equal to 10% of the total ballots cast in the last regular city election. At the time this notice was filed, the last regular city election occurred in 2021. Therefore, 4,223 valid signatures are required.

### **Timing**

The process steps and potential timing outlined here are intended to provide a cursory, initial overview of what could occur. After the initial deadline set in the Charter for filing a notice of protest, all other dates are dependent at least in part on subsequent actions. As this process progresses, timely communication will continue to ensure Councilmembers, the City organization, and the community have a clear picture of what to expect.

## OVERVIEW OF REFERENDUM PROCESS



### Next Steps

There is also a chart included at the end of this packet for easy reference that shows each step in the referendum process and its associated timing. At this point the second step of this process has been completed with the filing of the notice of protest. Today was the final possible day for this notice to be filed by one or more Fort Collins registered voters.

### ***Clerk's Office provides referendum petition materials***

*Timeframe: This must be done in a timely manner that allows the petition representatives to meet their 10 day deadline to submit the final form petitions planned for circulation*

Now that a notice of protest has been received, the Clerk's Office begins working with the petition representatives to also get their general statement of purpose and information about any petition representatives in order to prepare the form of the petition. Also included in each petition packet is the ordinance text, space for registered voters to sign the petition, and an affidavit to be completed by the individual circulating that section. In addition, because the ordinance subject to protest includes an exhibit comprised of several hundred pages, an additional bound document containing that full exhibit is being produced to be provided to every person who is circulating a petition section in order to meet the requirements of the Charter for circulators to have the full text of the ordinance available for potential signers to review whenever the petition is being circulated.

***Petition representatives submit final form of petitions for circulation***

*Timeframe: Deadline is 10 calendar days after the date the notice of protest is filed – by Monday, November 6, 2023*

Once the petition representatives receive the petition forms from the City Clerk's Office, they must separately number each section provided to them for circulation. They then need to submit those final petition forms, fully assembled and numbered, back to the City Clerk's Office by end of day Monday, November 6, 2022.

***City Clerk approves petition for circulation***

*Timeframe: No timeline specified; best practice normally identified as 1-5 working days, in this instance anticipating 3-7 working days given volume of materials in each petition packet for circulation*

Once the final petition forms are provided back to the Clerk's Office by the petition representatives, each section and each bound exhibit provided must be reviewed by City Clerk staff to ensure completeness with nothing removed or added. When this review is finished and the City Clerk approves the final petition sections that will be circulated for signature, the 20-calendar day circulation period starts. At this point, it is estimated the potential timeline for this approval will likely be between Thursday, November 9 and Tuesday, November 14. Friday, November 10 is a City holiday.

***Circulation period***

*Timeframe: Starts once City Clerk approves petition for circulation and lasts for 20 calendar days*

Petition representatives will have up to 20 calendar days to circulate the petition and collect signatures from registered voters in Fort Collins.

***Completed petition must be filed with the City Clerk***

*Timeframe: Deadline is 20 days after the Clerk approves the petition for circulation*

Completed petitions must be submitted to the City Clerk's Office as a single instrument by 5 p.m. on the 20<sup>th</sup> day after the Clerk approved the petition for circulation. This will likely be sometime in early December.

***Examination of submitted petition***

*Timeframe: Clerk must complete review in 5 working days*

Once the complete petition is submitted to the Clerk's Office, it will be examined for sufficiency. The City Clerk has five working days to complete this process. The first step taken when a complete petition is submitted is to ensure a sufficient number of signatures are included to

reach the minimum threshold required for the petition as a whole to be valid prior to an examination of validity of individual signatures. In this instance, there must be at least 4,228 signatures submitted for the petition to be valid and for the Clerk’s Office to begin reviewing each individual signature to ensure it is from a registered voter in Fort Collins.

Examination of petitions includes the review of submitted names, addresses, and signatures to ensure each signature is from a Fort Collins resident registered to vote at the time they signed the petition under the name and address listed in the petition. There must be 4,228 valid signatures for the petition to be deemed sufficient.

### Outline of Protest Provisions and Related Timing

Before a petition can be certified as sufficient to the City Council, either the period allowed for filing a protest must expire or any protests filed must be resolved. Written protests can be filed by any Fort Collins registered voter of the City Clerk’s determination that a petition is either sufficient or insufficient within 10 days of the filing of the petition. The City Clerk must set a time for hearing any protest not more than 7 days after it is filed.

- A protest hearing must be completed within 30 days after the petition is filed
- Results must be decided and certified within 10 days after the conclusion of the hearing



**If a Petition is Found Insufficient**

If the City Clerk's initial determination is a petition is insufficient it can be amended to submit additional signatures, but only within the same initial 20-day circulation period – there is no additional cure period for referendum petitions.

**If a Petition is Found Sufficient**

At the point the City Clerk certifies a petition as sufficient, either at the expiration of the 10-calendar day protest period or the conclusion of the process if a protest is filed:

1. The Clerk presents the petition to the City Council, automatically suspending the operation of the ordinance subject to the petition.
2. The Council must reconsider the ordinance at its next regular or special meeting. If the Council does not repeal the ordinance, it must refer the ordinance to the voters at the next regular or special city election scheduled for any other purpose, or may call a special election for that purpose.

**Attachments being provided with this memo include:**

1. Excerpts of City Charter and Code provisions relating to Referendums
2. Chart with Outline and Timeline of the Referendum Process through Examination of Sufficiency

**cc:**           **City Manager Kelly DiMartino**  
                  **City Attorney Carrie Daggett**  
                  **Deputy City Manager Tyler Marr**  
                  **Assistant City Manager Rupa Venkatesh**

## **FORT COLLINS CHARTER – ARTICLE VIII - ELECTIONS**

### **Section 5. Board of Elections for City-administered elections.**

There is hereby created a Board of Elections consisting of the City Clerk, Chief Deputy City Clerk, and Chief Judge. The Board shall be responsible for any election duties specified in this Charter and for such additional duties related to the conduct of elections by the City as may be established by the Council by ordinance.

(Ord. No. 201, 1986, § 1, Part H, 12-16-86, approved, election 3-3-87; Ord. No. 202, 1986, § 1, Part V, 12-16-86, approved, election 3-3-87; Ord. No. 11, 1997, § 1, 2-4-97, approved, election 4-8-97; Ord. No. 022, 2007, §1, 2-20-07, approved, election 4-3-07; Ord. No. 015, 2021, § 2, 1-19-21, approved, election 4-6-21; Ord. No. 081, 2022, § 2, 7-5-22, approved, election 11-8-22)

## **FORT COLLINS CHARTER – ARTICLE X – INITIATIVE AND REFERENDUM**

### **Section 2. The referendum.**

- (a) Power. The registered electors of the city shall have the power at their option to approve or reject at the polls, any ordinance adopted by the Council, except ordinances making the annual property tax levy, making the annual appropriation, calling a special election, or ordering improvements initiated by petition and to be paid for by special assessments.
- (b) Commencement of proceedings. One (1) or more registered electors may commence referendum proceedings by filing with the City Clerk within ten (10) days after final passage of the ordinance in question, a notice of protest against the going into effect of the ordinance. The notice shall be brief and need not state any reasons, but shall identify the ordinance or part thereof, or code section it proposes to have repealed. Not later than ten (10) days after the filing of the notice, the proponents shall present to the City Clerk the final form for the referendum petition conforming to the requirements of the Article. If the notice and petition form are timely presented, the City Clerk shall approve the petition form for circulation, in accordance with Section 5(b) of this Article. The petition shall be circulated, signed, verified, and filed in the manner prescribed by Section 5 of this Article.
- (c) Number of signatures required. The petition must be signed by registered electors of the city equal in number to at least ten (10) percent of the total ballots cast in the last regular city election.
- (d) Petition deadlines. The referendum petition shall be filed within twenty (20) days after the City Clerk's approval of the petition for circulation. If a completed petition is not subsequently filed within the requisite time after the City Clerk's approval of the petition for circulation, the referendum effort is null and void and the petition shall not be circulated further.
- (e) Action by Council. The presentation to Council of a petition certified by the City Clerk as sufficient for referendum shall automatically suspend the operation of the ordinance in question pending repeal by Council or final determination by the electors. The Council shall reconsider the ordinance at the next regular or special meeting of the Council following the receipt of the petition by the City Clerk. If the ordinance, or that part sought to be repealed, is not repealed, the Council shall refer the same to a vote of the registered electors at the next regular or special city election scheduled for any other purpose. Alternatively, the Council may call a special election for that specific purpose.

(Ord. No. 6, 1980, 1-16-80, approved, election 2-26-80; Ord. No. 199, 1986, § 1, Part B, § 2, 12-16-86, approved, election 3-3-87; Ord. No. 202, 1986, § 1, Part V, 12-16-86, approved, election 3-3-87; Ord. No. 11, 1997, § 1, 2-4-97, approved, election 4-8-97; Ord. No. 127, 1999, § 1, 8-17-99, approved, election 11-2-99)

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## Section 5. Petitions.

- (a) Separate petitions required. A separate petition shall be circulated and filed for each measure sought to be initiated or referred to the vote of the electors.
- (b) Form and content.
  - (1) Approval of form for circulation. No petition shall be circulated until the City Clerk has approved the form for circulation. The City Clerk shall first determine that the petition form contains only the matters required by this Article. The Council shall prescribe by ordinance, upon recommendation of the City Clerk, a general form of petition which shall contain warnings and notices to signers as necessary. The City Clerk's approval under this Section shall not constitute an approval of the content of the petition, but rather, shall start the running of the time periods provided for circulation and filing of petitions.
  - (2) Petition content. The petition shall be addressed to Council.
    - a. Initiative. The petition shall contain or have attached to each section throughout its circulation the full text of the proposed ordinance or resolution and shall contain a general statement of purpose fairly and accurately summarizing the proposed ordinance or resolution, indicating that the petition is to be circulated in support of the initiated ordinance or resolution and specifying whether a special election is requested.
    - b. Referendum. The petition shall contain or have attached to each section throughout its circulation the full text of the ordinance sought to be referred, clearly identifying the protested portions if only a partial repeal is sought. In the case of bond ordinances, the full text of the ordinance need not be set forth but the petition shall contain or have attached to each section throughout its circulation the title and summary of the ordinance in question as prepared by the City Clerk.
  - (3) Signatures. Only registered electors may sign the petitions authorized under this Article. Each signer must sign his or her own signature and each signature shall be followed by the printed name of the signer, the street and number address of his or her residence, and the date of signing. No person shall knowingly sign an initiative or referendum petition more than once. In the event that the signature of any person appears more than once on a petition authorized under this Article, the first signature verified shall be counted and all other signatures of that person shall be rejected.
- (c) Circulation of petition. The petition may be circulated and signed in sections with each section consisting of one (1) or more sheets securely fastened at the top, provided that each section contains a full and accurate copy of the text of the petition and the names and addresses of the designated representatives for the petition. All sections shall be filed as one (1) instrument. Only persons eighteen (18) years of age or older may circulate the petition for signatures. The circulation of any petition by any medium other than personally by a circulator is prohibited. No person shall receive any compensation whatever for signing an initiative or referendum petition.
- (d) Affidavit of circulator. A circulator shall attach to each section of the petition circulated an affidavit signed by the circulator under oath before a notary public stating the following:
  - (1) the circulator's address of residence;
  - (2) that the circulator is eighteen (18) years of age or older;
  - (3) that he or she personally circulated the section;
  - (4) that each signature was affixed in the circulator's presence;

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- (5) that to the best of the circulator's knowledge and belief each signer was at the time of signing a registered elector of the city;
  - (6) that to the best of the circulator's knowledge and belief each signature is the genuine signature of the person whose name it purports to be;
  - (7) that each signer had an opportunity before signing to read the full text of the petition; and
  - (8) that the circulator has not paid or offered to pay any money or other thing of value to any signer for the purpose of inducing or causing the signer to affix his or her signature to the petition.

A petition verified by the valid affidavits of its circulators in each of its sections shall be prima facie evidence that the signatures thereon are genuine and true.

- (e) Time limits; petition representatives. Petitions for initiative and referendum shall be filed with the City Clerk within the requisite time limits or they will be deemed null and void. Each petition shall designate by name and address not less than three (3) nor more than five (5) registered electors who shall represent the signers of the petition in all matters affecting the petition.
- (f) Sufficiency of petition.
  - (1) Examination. Within five (5) working days of the filing of a petition the City Clerk shall ascertain by examination of the petition and the registration books whether the petition is signed by the requisite number of registered electors and contains the required particulars and affidavits. If the petition is insufficient, the City Clerk shall so certify and forthwith notify all of the designated petition representatives in writing, specifying the particulars of insufficiency.
  - (2) Insufficient petition; amendment.
    - (i) If an initiative petition is deemed insufficient, whether following the initial determination by the City Clerk, or following protest proceedings, it may be amended by the submission of additional signatures collected after the City Clerk approved the form of the petition and within fifteen (15) days from the filing of the Clerk's certificate of insufficiency. Such signatures must be collected consistent with the requirements for collecting petition signatures as described in this Article. Within five (5) working days after such amendment, the City Clerk shall make examination of the amended petition and certify the result. If the amended petition is still insufficient, or if no amendment was made before the expiration of the time permitted for amendment, the petition shall be null and void without prejudice to the filing of a new petition for the same purpose.
    - (ii) If a referendum petition is deemed insufficient, it may be amended by the submission of additional signatures collected consistent with the requirements of this Article, but to be considered, must be amended within the twenty-day circulation period after the City Clerk's approval of the petition form for circulation. Within five (5) days after such amendment, the City Clerk shall make like examination of the amended petition and certify the result. If the amended petition is still insufficient, or if no amendment was made before the expiration of the time permitted for amendment, said referendum petition is null and void and a new petition may not thereafter be filed for referendum of the same ordinance.
  - (3) Protests. Registered electors desiring to protest a determination by the City Clerk that a petition is either sufficient or insufficient may file a written protest, under oath, in the office of the City Clerk within ten (10) days of the filing of the petition. The protest shall set forth with particularity the grounds of protest and the names and defects in form protested. Upon the filing of a protest, the City Clerk shall set a time for hearing such protest, which shall be no more than seven (7) days thereafter. At least five (5) days prior to the hearing, the City Clerk shall mail a copy of the protest to all of the designated petition representatives together with a notice of the time for hearing. All hearings shall be before a hearing officer appointed by the City Manager who shall have the power to issue subpoenas



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to compel the attendance of witnesses and the production of documents. All records and hearings shall be public, and all testimony shall be under oath. The hearing shall be summary in nature and concluded within thirty (30) days after the petition was filed. Said hearing officer shall decide and certify the results of the hearing within ten (10) days after the hearing is concluded. The City Clerk shall make any final determination regarding the sufficiency or insufficiency of a petition and shall base such determination on the protest hearing results certified by the hearing officer. A petition for referendum which has been deemed insufficient after protest may not be amended or circulated further.

- (4) Certification and presentation to Council. When and if a petition or amended petition is deemed sufficient, whether following the sufficiency determination by the City Clerk in the absence of a protest, or following protest proceedings, the City Clerk shall so certify and present the certified petition to the Council at the next regularly scheduled meeting. The City Clerk's certificate shall then be a final determination as to the sufficiency of the petition.

(Res. No. 83-22, 1-18-83, approved, election 3-8-83; Ord. No. 199, 1986, § 1, Part B, § 4, 12-16-86, approved, election 3-3-87; Ord. No. 202, 1986, § 1, Part V, 12-16-86, approved, election 3-3-87; Ord. No. 158, 1988, 12-20-88, approved, election 3-7-89; Ord. No. 21, 1993, § 1, 2-16-93, approved, election 4-6-93; Ord. No. 11, 1997, § 1, 2-4-97, approved, election 4-8-97; Ord. No. 88, 2000, § 1, 8-15-00, approved, election 11-7-00; Ord. No. 004, 2015, § 1, 1-20-15, approved, election of 4-7-15 )

## **Section 6. Elections.**

- (a) Generally. Elections on initiative and referendum measures shall be conducted in the same manner as provided generally for regular or special city elections in this Charter.
- (b) Ballots. Upon ordering an election on any initiative or referendum measure, the Council shall, after public hearing, adopt by resolution a ballot title and submission clause for each measure. The ballot title shall contain information identifying the measure as a city initiated or citizen initiated measure. The submission clause shall be brief, shall not conflict with those selected for any petition previously filed for the same election, and shall unambiguously state the principle of the provision sought to be added. The official ballot used when voting upon each proposed or referred measure shall have printed on it the ballot title and submission clause and shall contain the words, "Yes/For" and "No/Against" in response to each measure.
- (c) Publication; notice of election.
  - (1) Initiative. An initiated measure being considered for adoption by Council shall be published in like manner as other proposed ordinances and resolutions. If the initiated measure is submitted to a vote of the people, the City Clerk shall publish a notice of election in conformity with the laws of the State of Colorado relating to municipal elections, together with the ballot title, submission clause and full text of the proposed ordinance or resolution. The text of a successful initiative measure need not be published in full after the election.
  - (2) Referendum. If the referred measure is to be submitted to a vote of the people, the City Clerk shall publish a notice of election in conformity with the laws of the State of Colorado relating to municipal elections, together with the ballot title, submission clause and full text of the referred ordinance. If the ordinance in question is a bond ordinance, the summary from the petition may be published in place of the full text. The full text of an ordinance passed on referendum need not be published after the election.
- (d) Election results. If a majority of the registered electors voting on the initiated measure vote in favor, the measure is adopted as an ordinance or resolution of the city upon certification of the election results. If a majority of the registered electors voting on a referred ordinance, vote in favor of the ordinance, the ordinance shall go into effect without further publication upon certification of the election results, or at such

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later date as may be set forth in the ordinance itself. If the provisions of two (2) or more proposed or referred measures adopted or approved at the same election conflict, the measure receiving the highest affirmative vote shall become effective.

- (e) Frequency of elections. Any number of proposed ordinances or resolutions or referred ordinances may be submitted at the same election. Not more than one (1) special election on citizen-initiated measures shall be held in any twelve (12) months. This limitation does not apply to the Council which on its own motion may at any time call a special election for the purpose of considering any measure initiated, or adopted and referred, by the Council.

(Res. No. 83-22, 1-18-83, approved, election 3-8-83; Ord. No. 199, 1986, § 1, Part B, § 5, 12-16-86, approved, election 3-3-87; Ord. No. 202, 1986, § 1, Part V, 12-16-86, approved, election 3-3-87; Ord. No. 11, 1997, § 1, 2-4-97, approved, election 4-8-97; Ord. No. 004, 2015, § 1, 1-20-15, approved, election of 4-7-15 )

### **Section 7. Further regulations.**

The Council may, by ordinance, make such further rules and regulations as are consistent with this Charter and the Colorado Constitution in order to carry out the provisions of this Article.

(Res. No. 83-22, 1-18-83, approved, election 3-8-83; Ord. No. 199, 1986, § 1, Part B, § 6, 12-16-86, approved, election 3-3-87; Ord. No. 202, 1986, § 1, Part V, 12-16-86, approved, election 3-3-87; Ord. No. 11, 1997, § 1, 2-4-97, approved, election 4-8-97)

## **FORT COLLINS CODE – CHAPTER 7 – ELECTIONS**

### **ARTICLE I – IN GENERAL**

#### **Sec. 7-20. Duties of city clerk.**

The City Clerk shall:

- (1) Provide forms and instructions to assist candidates and the public in complying with the reporting requirements of Article V;
- (2) Keep a copy of any report or statement required to be filed by Article V for a period of one (1) year from the date of filing. In the case of candidates who were elected, those candidate's reports and filings shall be kept for one (1) year after the candidate leaves office;
- (3) Make reports and statements filed under Article V available on the City's website no later than the next business day;
- (4) Report complaints received regarding alleged violations of Article V to the City Manager.
- (5) Prescribe the form of materials to be used in the conduct of mail ballot elections consistent with the provisions contained in Article VIII;
- (6) Establish procedures for conducting mail ballot elections consistent with the provisions contained in Article VIII, including efforts to inform uniformed and overseas voters of the upcoming election;
- (7) Supervise the conduct of mail ballot elections;
- (8) Employ temporary election workers as needed;
- (9) Take all necessary steps to protect the confidentiality of voted ballots and the integrity of the election; and

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- (10) Serve as, or designate a qualified employee of the City Clerk to serve as, the City's Designated Election Official, as defined in Section 1-1-104(8), C.R.S., for any election coordinated with Larimer County pursuant to Section 1-7-116, C.R.S.

( Ord. No. 021, 2016, § 3, 3-1-16 ; Ord. No. 005, 2017 , § 2, 1-17-17; Ord. No. 045, 2018 , § 2, 4-3-18)

## **ARTICLE II - ADMINISTRATION**

### ***Division 1 Generally***

#### **Sec. 7-21. Administration of City-administered elections.**

The provisions of this article apply to the administration of City-administered elections. Any election conducted as a coordinated election with the County is subject to the provisions of applicable state law.

( Ord. No. 044, 2023 , § 2, 4-4-23)

#### **Secs. 7-22—7-25. Reserved.**

### ***Division 2 Board of Elections<sup>1</sup>***

#### **Sec. 7-26. Duties.**

The Board of Elections, as established in Article VIII, Section 5 of the Charter, shall be responsible for certifying the results of all City elections in the manner described in Article VIII, Section 7 of the Charter, and shall have such other duties related to the conduct of elections as may be established by the Council by ordinance.

(Ord. No. 063, 2007, § 1, 5-15-07)

#### **Secs. 7-27—7-40. Reserved.**

## **ARTICLE VI. INITIATIVE AND REFERENDUM**

#### **Sec. 7-155. Generally.**

The manner of exercising the powers of initiative and referendum with regard to ordinances and resolutions of the City shall be governed by the provisions of this Article and the provisions of Article X of the Charter. Any matter not covered by the State Constitution, this Article or other provisions of the Code shall be governed by the laws of the State relating thereto.

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<sup>1</sup>Charter reference(s)—Board of Elections, Art. VIII, § 5.

Cross reference(s)—Boards and commissions, § 2-71.

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(Ord. No. 23, 2001, 2-20-01)

**Sec. 7-156. Protests of proposed ballot title and/or submission clause.**

Any registered elector desiring to protest a proposed ballot title and/or submission clause for any initiated or referred measure shall file a notice of protest with the City Clerk no later than noon on the Monday immediately preceding the date upon which the City Council will consider the ordinance on first reading, or resolution, setting the ballot title and submission clause. Such notice of protest shall be on a form available from the City Clerk, shall be signed by the protestor(s), and shall set forth: (1) the name, address, and phone number of the protestor(s); (2) the title of the ordinance or resolution being protested; (3) with particularity, the grounds of the protest; and (4) any other information required by the City Clerk. Such protest shall be heard, considered and resolved by the City Council prior to the adoption of said ordinance or resolution. Any legal challenge of the form or content of a City ballot title and/or submission clause for any initiated or referred measure shall be brought in the City's Municipal Court or Larimer County District Court using the procedure set forth in, and in accordance with, Section 1-11-203.5, Colorado Revised Statutes, as amended, which shall be the exclusive manner for such legal challenges.

(Ord. No. 23, 2001, 2-20-01; Ord. No. 021, 2016, § 14, 3-1-16 )

**Secs. 7-157—7-164. Reserved.**

## **ARTICLE VII. ELECTION OFFENSES**

**Sec. 7-165. Obligation of petition circulators.**

Any person circulating a petition approved for circulation by the City Clerk shall, upon the request of any person to whom the petition is presented, read aloud to such person the entire text of the initiated or referred measure that is the subject of the petition or, in the case of a recall petition, the statement of charges and statement of defenses.

(Ord. No. 160, 2004, 10-5-04)

**Secs. 7-166—7-179. Reserved.**

## Outline and Timeline of the Referendum Process through Examination of Sufficiency

### Passage of ordinances relating to the adoption of the Land Development Code

Time Point: Occurred Tues. Oct. 17, 2023

Ordinance No. 136, 2023 adopted

### One or more registered voters file a notice of protest with City Clerk against the going into effect of the ordinance

Deadline: Fri. Oct. 27, 2023

Notices of protest filed Fri. Oct. 27, 2023

### City Clerk's Office formats and provides those filing the protest with referendum petition materials

Within 10 day period for petition representatives to present form of petition to Clerk for approval

Anticipated to be done Thurs. Nov. 2 or Fri. Nov. 3

### Petition representatives must submit the final form of the referendum petitions they plan to circulate

Deadline: Mon. Nov. 6, 2023

Anticipated to be done by Mon. Nov. 6

### City Clerk approves petitions for circulation

No timing specified

Anticipated to be done within 3-7 business days given size of petition materials

### Completed petition must be filed with the Clerk

Deadline: 20 days after approval of final petition forms

Deadline: will be known once petition is approved for circulation

### Clerk examines petitions for sufficiency

Deadline: 5 working days after submission of petition(s)

Will be known once a completed petition is filed

### Written protests can be filed by any registered voter

Deadline: 10 days from filing of the petition

Will be known once a completed petition is filed