

June 25, 2014



## Madison's Central Business Improvement District (BID)

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### **Voting Process: District Continuation or Termination (2014)**

According to the 2014 Operating Plan of the Madison's Central Business Improvement District #1 of the City of Madison, Wis. (Section VII. Future Year Operating Plans, subset B. Termination of the District), the District may be terminated as provided by law.

At the end of each five year term of the district, the District will automatically terminate unless there is a majority vote for the continuation of the BID. The current five-year term ends December 31, 2014.

The vote to decide whether the BID, its programs and services, and special assessment continue 2015-2019, will be conducted in July 2014.

- The vote will be conducted by sending a ballot by certified mail to each owner of property within the District subject to the BID special assessment.
- The City of Madison Clerk's Office will handle the sending, receipt, and counting of the ballots.
- A ballot will be sent to the owner of each parcel by certified mail in late June. The ballot will be sent to the parcel property owner address on file with the City Assessor's Office. If the ballot is returned as undeliverable within 21 days of mailing, the Clerk's Office and BID staff will attempt to determine a correct owner and/or address and re-send the ballot.
- A voting reminder notice may be sent by the BID.
- Property owners who own multiple parcels within the BID will receive a ballot for each parcel, and may cast the ballot representing each parcel.
- Ballots must be cast by the property owner, or authorized party with authority to vote on behalf of the property owner.
- Ballots must be returned to the City Clerk's Office by 4:00pm, Friday, August 1, 2014.

City of Madison Clerk's Office  
City-County Building, Rm. 103  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703

- Ballots will be securely stored by the Clerk's Office, and may not be opened or counted until after the voting deadline has passed.
- Ballots will be opened and counted starting at 9:00 am on Monday, August 4, 2014, in the City of Madison Clerk's Office, Rm. 103 City-County Building, 210 Martin Luther King Jr. Blvd. The public may observe the ballot counting.
- Only the Official Ballots provided by the BID may be cast. Non-official ballots or unauthorized copies of ballots will be disqualified.

- Completed ballots must indicate the vote, and contain the signature and printed name of the property owner or authorized party. Envelopes containing the ballots must be sealed.
- Returned ballots lacking signature and/or printed name will be disqualified and rejected at the time the ballots are counted. Ballots received by the Clerk in unsealed envelopes will be disqualified and rejected at the time the ballots are counted.
- If questions arise concerning the voter intent, City Clerk's staff are authorized to make a determination of voter intent based on the marks made on the ballot. The ballot in question will be counted based on the voter intent as agreed upon by the majority of City Clerk staff participating in the ballot count.
- Based on the returned ballots, an aggregate frontage will be calculated.
- The owners of over 50% of the voting aggregate frontage must vote affirmatively for the continuation of the BID.
- The City Clerks Office will certify the results of the voting and post the results at <http://www.cityofmadison.com/clerk/> within one day of the count (by August 5, 2014).
- The Business Improvement District will notify property and business owners within the District of the results of the voting by letter sent within one day of the count (by August 5, 2014).
- Recount requests and any recount will be handled as follows:

*Who May Request a Recount*

Only the owner of property within the District subject to the BID assessment may request a recount.

*How to Request a Recount:*

A recount is requested by filing a sworn petition with the City Clerk. This must be done by noon of the 14<sup>th</sup> calendar day after the vote was counted. If the 14<sup>th</sup> day falls on a weekend or holiday for which city offices are closed, the deadline is noon the next day city offices are open for business. For 2014, a recount request must be filed by noon on Monday, August 18, 2014.

*Recount Petition*

A recount petition is a sworn statement requesting that the votes be counted again and stating the basis of the petition.

*Schedule*

The recount will be scheduled to take place within fourteen (14) calendar days of receipt of the recount request. The public may observe the re-count.

*Notification*

Within three days of scheduling of the recount, the BID will notify property and business owners within the District by letter of the date and time of the ballot recount.

The City Clerks Office will certify the results of the recount and post the results at <http://www.cityofmadison.com/clerk/> within one day. The Business Improvement District will notify property owners of the results of the recount by letter sent within one day.

**More information at [www.visitdowntownmadison.com/Reauthorization](http://www.visitdowntownmadison.com/Reauthorization).** Questions, please contact:

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