



Pinellas County Supervisor of Elections  
13001 Starkey Rd., Largo, FL 33773 • (727) 464-6108 • [VotePinellas.com](http://VotePinellas.com)

## **Contract for Conducting Municipal Election**

### **City of Tarpon Springs**

#### **Municipal General/Referendum Election – March 12, 2019**

WHEREAS, the City/Town has requested the assistance of the Office of the County Supervisor of Elections (Supervisor) in conducting its General/Referendum Election; and

WHEREAS, the Supervisor is agreeable to providing such assistance to the City/Town subject to the following conditions, considerations and agreements arrived at between the parties;

IT IS HEREBY AGREED AS FOLLOWS:

#### **GENERAL PROVISIONS**

The election is to be conducted under any applicable ordinances of the City/Town and all sections of Chapters 97-106, Florida Statutes (F.S.) (the State Election Code). The City/Town is responsible for all legal notices. It is understood that the Supervisor is in charge of the election, and that the County Canvassing Board is responsible for canvassing the election (no cost to the City/Town). The City/Town may have a designated representative in the canvassing board room. This designee may only serve in an “observer” capacity and may not participate in the canvassing of the election. The County Canvassing Board will determine whether a recount is required and advise the City/Town. The County Canvassing Board will certify the election results and will provide a Certificate of Election to the City/Town (ONE Certificate of Election will include all elections held on the same day). The Certificate of Election will be provided to the City/Town after the County Canvassing Board certifies the official election results.

The post-election manual audit may not begin until the Canvassing Board has certified the official election results.

The City/Town is responsible for the costs associated with conducting an annexation election (mapping annexation areas, reassigning addresses, and mailing new voter information cards).

The City/Town is responsible for the costs associated with any legal action or contest of election arising from this election. The City/Town, the Supervisor of Elections and the County Canvassing Board agree that the County Attorney’s Office will represent the Supervisor of Elections and County Canvassing Board in any legal action concerning the canvass or certification of the election.

## **Agreement for Conducting In Conjunction Municipal Election**

It is understood that the provisions of this contract are based on current state law, and if any changes in election law should occur during the period of this agreement, those changes will supersede the terms of this contract where applicable. If a runoff election is mandated by the results of this election, the City/Town Clerk shall notify the Supervisor of Elections within 24 hours of receiving official election results. The City/Town is responsible for the costs associated with conducting a runoff election.

The City/Town will provide the Supervisor with the current City/Town definition/boundaries, and include a list of ALL annexations (actual list of addresses) since your last election, no later than **5:00 p.m., January 11, 2019**. It is the responsibility of the City/Town to ensure the Supervisor has the current definition/boundary information so all eligible voters can participate in the City/Town's election. The City/Town agrees that NO changes to the City/Town definition/boundaries will be made effective between **5:00 p.m., January 11, 2019**, and Midnight, **March 12, 2019**. Contact the IT Department at (727) 464-4958 or [SOEIT@VotePinellas.com](mailto:SOEIT@VotePinellas.com) for all questions concerning annexations and for providing annexation information (City/Town definition/boundary changes).

This contract must be signed by the City/Town and received by the Supervisor no later than the ballot language deadline of **5:00 p.m., January 11, 2019**.

The Supervisor will certify to the City/Town the number of registered voters for this election approximately ten days prior to the election.

### **ELECTION INFORMATION**

Election Title: **Municipal General Elections**  
Election Date: **March 12, 2019**  
Voter Registration Deadline: **February 11, 2019**

### **SPECIAL PROVISIONS**

\*The City/Town Clerk MUST be available from 5:00 a.m. to 9:00 p.m. on Election Day.

City/Town Clerk: **Irene Jacobs**  
\*Election Day Cell Phone: **(727) 698-8793**  
Alternate Phone: **(727) 942-5614 x5**  
Email: **cityclerk1@ctsfl.us**  
Mailing Address: **P.O. Box 5004, Tarpon Springs, FL 34688**

## **Agreement for Conducting In Conjunction Municipal Election**

### **TRANSLATION (Spanish – Section 203, Voting Rights Act) (Dustin Chase - 464-4988)**

- Pinellas County is a jurisdiction covered by Section 203 of the Voting Rights Act and must provide language assistance (Spanish). ALL municipalities within Pinellas County are also covered by Section 203 of the Voting Rights Act. Full compliance is a requirement for all jurisdictions (County and Municipal). This means that all information directed to voters or otherwise concerning voting-connected activities must be provided in both English and Spanish. This includes, but is not limited to, voter registration, legal advertisements and/or other notices, forms, voting instructions and procedures at the polls or otherwise, polling place signage, any printed voter information guides or website information concerning elections, communication assistance at the polls and election offices and communication with the jurisdiction's minority language community. The obligations and requirements apply to all elections conducted by the City/Town.
- Questions concerning your legal obligations/requirements to comply with Section 203, Voting Rights Act should be directed to your legal counsel.
- The SOE will translate all ballot material, including but not limited to ballot language content. The translation costs are the responsibility of the City/Town and will be billed to the City/Town.

### **BALLOT INFORMATION (Wendy Grimes - 464-4987):**

- Final Ballot Language is due no later than **5:00 p.m., January 11, 2019** and must include all qualified opposed candidates and resolutions and/or ordinances with ballot questions.
- All ballot language must comply with Florida Statutes 101.161(1) and the Uniform Ballot Rule (1S-2.032).
- Using the Ballot Language Submittal Form – Complete required information. Include information and Candidate Oaths for ONLY qualified opposed candidates in ballot order, and all Charter Amendments/Referendum Questions with SIGNED/APPROVED. Ordinances/Resolutions including numbering for ballot order.
- Scan and email ballot language to Wendy Grimes at [WGrimes@VotePinellas.com](mailto:WGrimes@VotePinellas.com) by the final ballot language deadline of **5:00 p.m., January 11, 2019**.

### **BALLOT LAYOUT/PRINTING (Marc Gillette - 464-4958)**

- The Supervisor is responsible for creating the ballot (ballot layout will comply with Florida Statutes and the Uniform Ballot Rule).
- The City/Town is responsible for approving the City/Town's portion of ballot.
- Precinct ballots will be printed by the Supervisor. The Supervisor will bill the City/Town 21 cents per ballot card (includes ground shipping charges). The Supervisor will bill the City/Town 22 cents per ballot card for duplex (front/back) ballot cards. The Supervisor will bill the City/Town for any required expedited shipping charges.

## **Agreement for Conducting In Conjunction Municipal Election**

- Provisional ballots (minimum of 25 ballots per precinct) will be printed by the Supervisor; the Supervisor will bill the City/Town 21 cents per ballot card. The Supervisor will bill the City/Town 22 cents per ballot card for duplex (front/back) ballot cards. The Supervisor will bill the City/Town for any required expedited shipping charges.
- If the City/Town requires a ballot change after ballots are printed, the City/Town is responsible for additional costs.

### **CANDIDATE AUDIO RECORDING (Nicole Sokolowski/David Wise - 464-4958)**

The deadline for candidates to record their names and office titles for the audio ballot is **5:00 p.m., January 18, 2019**. It is the responsibility of the City/Town to notify City/Town candidates of this deadline. Candidates must call (727) 453-3293; a voice message will prompt the candidate to record his/her name as indicated on the Candidate Oath and the office for which the candidate is running.

### **MAIL BALLOTS (Martin Munro - 464-6788)**

- The Supervisor will bill the City/Town 91 cents for each mail ballot kit used in initial mailing.
- The Supervisor will bill the City/Town \$1.31 for each mail ballot kit used for daily mailing.
- The deadline for mailing military/overseas ballots is **January 26, 2019**; at least 45 days prior to the election [F.S. 101.62(4)(a)].
- Tentative Mailing Schedule for military/overseas ballots is **the week of January 21, 2019, no later than January 26, 2019**.
- Mailing Schedule for domestic ballots will begin **no earlier than February 5, 2019 and no later than February 12, 2019** [F.S. 101.62(4)(b)].
- After the initial mailings, ballots will be mailed as requests are received. The deadline to request a ballot be mailed is **5:00 p.m. March 6, 2019**; the sixth day prior to the election. [F.S. 101.62]
- The City/Town will provide voting assistance in assisted living facilities and nursing homes, if requested, per F.S. 101.655.
- Duplicate and test ballots will be printed by the Supervisor; the Supervisor will bill the City/Town 35 cents per ballot card.

### **LEGAL NOTICES (Dustin Chase - 464-4988)**

- The City/Town is responsible for ALL legal notices required by State Statute and by City/Town Charter/Ordinance, with the exception of the County Canvassing Board Meeting/Testing Schedule.
- The Supervisor will publish the County Canvassing Board Meeting/Testing Schedule at no cost to the City/Town.
- The Supervisor will provide the City/Town a County Canvassing Board Meeting/Testing Schedule, Polling Place List, Polling Place Changes list and Sample Ballot.

## **Agreement for Conducting In Conjunction Municipal Election**

### **TESTING THE BALLOT COUNTING EQUIPMENT (Marc Gillette - 464-4958):**

The County Canvassing Board will certify test results of the ballot counting equipment and file the election parameters with the Division of Elections. All tests will be performed at the Election Service Center, 13001 Starkey Road, Largo.

### **CANVASSING BOARD MEETING SCHEDULE (Dustin Chase - 464-4988)**

- **The Supervisor will publish the Canvassing Board Meeting/Testing Schedule at no cost to the City/Town.**
- All Canvassing Board Meetings will take place at the Election Service Center, 13001 Starkey Rd., Largo.
- A Canvassing Board Schedule will be emailed to the City/Town Clerk as an addendum.
  - The Canvassing Board/testing schedule reflects ALL possible meeting days.
  - The Canvassing Board will modify the schedule as needed based on the number of mail ballots received. Updates to the canvassing board schedule will be posted to the Supervisor's website.

### **CANVASSING MAIL BALLOTS (Martin Munro 464-6788)**

The Supervisor, in the presence of the County Canvassing Board will open and prepare mail ballots for tabulation at the Election Service Center. Questionable ballots will be presented to the County Canvassing Board for decision. Florida Statute 101.68(2) allows for the canvassing of mail ballots to begin 15 days prior to the election.

### **PROVISIONAL BALLOTS (Martin Munro 464-6788)**

- The Supervisor will research each provisional ballot to determine the voter's eligibility and will present the provisional ballots to the County Canvassing Board for decision.
- Voters casting a provisional ballot have two days after Election Day to provide written proof of eligibility to the County Canvassing Board. The deadline for this election is **5:00 p.m., March 14, 2019** [F.S. 101.048].
- All provisional ballots will be canvassed at the Election Service Center.

### **POLL WATCHERS (Wendy Grimes - 464-4987)**

- Election Day poll watcher designations must be submitted to the City/Town by **NOON, February 26, 2019** (Prior to noon on the second Tuesday preceding Election Day [F.S. 101.131(2)]). The City/Town will email or fax all poll watcher designation forms to Wendy Grimes at [WGrimes@VotePinellas.com](mailto:WGrimes@VotePinellas.com) or (727) 464-6970 or **by 5:00 p.m. February 26, 2019** and the Supervisor will verify whether they are Pinellas County registered voters.

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- The Supervisor will furnish a list of approved poll watchers to the City/Town **by 5:00 p.m. March 1, 2019** (on or before the Tuesday before Election Day [F.S. 101.131(2)]).
- The City/Town shall provide to each designated poll watcher, no later than seven days before the election, a poll watcher identification badge that identifies the poll watcher by name. Each poll watcher must wear his or her identification badge while in the polling room [F.S. 101.131(5)]. The Supervisor will provide the City/Town with a name badge template.

### **OVER-THE-COUNTER BALLOT PICKUP AND DROP-OFF (Martin Munro - 464-6788)**

- In-office ballot pickup and drop-off will be available in each of the Supervisor of Elections locations, Monday through Friday from 8:00 am until 5:00 pm (no holidays) beginning 43 days prior to the date of the election.
- The City/Town, pursuant to F.S. 101.657(1)(e), has opted out of conducting early voting.

### **VOTING EQUIPMENT AND SUPPLIES (Don Moore - 464-6788)**

- The Supervisor will contract with a moving company to transport the voting equipment and supplies to and from polling locations. Cost is the responsibility of the City/Town and will be billed by the Supervisor.
- Supplies not transported by the moving company will be picked up by the precinct clerks after Clerks' Class at the Election Service Center.
- The Supervisor will contract to have paper precinct registers for Election Day printed by a vendor and will bill the City/Town. These paper precinct registers are a "back-up system" to the electronic poll book system and will be included in the polling place supplies sent to each polling place.

### **POLL WORKERS (Laurie Fidler - 464-6110)**

- The Supervisor will recruit, assign, train, and compensate ALL poll workers.
- A Deputy Sheriff will deputize the poll deputies.
- **Poll workers setting up the voting machines the day before the election will be paid an additional \$15 each. Precinct Clerks and Machine Managers will be paid an additional \$10 for clerk supply and memory stick/ballot drop-off on election night. The rates below include these costs.**
- Poll workers that are unable to work Election Day but attended class(es) will be compensated \$10 per class attended.

## Agreement for Conducting In Conjunction Municipal Election

### **Poll Worker Pay Rates:**

Precinct Clerk	\$210 + \$30 for classes (2) + \$15 Equipment Setup + \$10 Clerk Drop Zone = <b>\$265</b>
Assistant Clerk	\$170 + \$20 for class (1) + \$15 Equipment Setup = <b>\$205</b>
Machine Manager	\$150 + \$10 per class (1) + \$15 Equipment Setup + \$10 MM Return Site = <b>\$185</b>
Ballot Distribution Mgr	\$140 + \$10 per class (1) = <b>\$150</b>
Inspector	\$140 + \$10 per class (1) = <b>\$150</b>
Poll Deputy	\$130 + \$10 per class (1) = <b>\$140</b>

### **POLLING PLACES (Linda Cahill - 464-6110)**

- The Supervisor will select, contract with and compensate polling places [F.S. 101.715].
- The Supervisor will pay polling places and bill the City/Town.
- The Supervisor will give each Precinct Clerk a cell phone to use Election Day.
- If polling place changes are needed, the Supervisor will notify the City/Town in writing, listing the precincts and polling location changes by **February 10, 2019** (at least 30 days prior to the election).

### **POLLING PLACE CHANGE NOTICES (Marc Gillette - 464-4958):**

- If notices are needed, the Supervisor will provide the names and addresses of the affected voters to the vendor; **one per household, unless otherwise indicated by the city/town.**
- The City/Town will be responsible for making all necessary arrangements with the vendor to have the notices printed and mailed, including notice design. The Supervisor will only be responsible for proofing live samples of the household address, precinct number and polling place information.
  - Notices must be mailed by **February 26, 2019** (at least 14 days prior to the election). The City/Town pays the vendor directly. The City/Town is responsible for publishing any polling place changes in a newspaper of general circulation [F.S. 101.71(2)].

### **ELECTION NIGHT PROCEDURES (Dustin Chase - 464-4988)**

- The Supervisor will have unofficial election results modemed from the polling places to the Election Service Center.
- The Supervisor will have the precinct scanner memory sticks, voted precinct and provisional ballots, and election supplies transported to the Election Service Center.

## **Agreement for Conducting In Conjunction Municipal Election**

- Results will be released throughout the night and posted to the Supervisor's website (VotePinellas.com). The Supervisor will provide unofficial results on election night.
- Campaign Signs – If candidates wish to reuse their campaign signs left at the polls on Election Day, the signs must be collected by campaign staff prior to poll workers removing and disposing of them after the polls close. It is the responsibility of the City/Town to communicate this information to their candidates.

### **AFTER ELECTION DAY (Dustin Chase - 464-4988)**

- Provisional ballots will be canvassed. All ballots accepted by the County Canvassing Board will be processed and added to the election night results to produce Official Election Results. Provisional ballots cannot be rejected until after the deadline for provisional ballot voters to provide written proof of eligibility [F.S. 101.048].
- The County Canvassing Board will certify the election results and will provide a Certificate of Election to the City/Town (ONE Certificate of Election will include all elections held on the same day). This document will be provided to the City/Town via email after the County Canvassing Board certifies the official election results.
- The County Canvassing Board will conduct a post-election manual audit in accordance with F.S. 101.591 and Division of Elections Administrative Rule 1S-5.026. The Supervisor will post the required post-election audit notices to the Supervisor's website and at each elections office. The Supervisor will provide a copy of the notices via email to the City/Town to post at City/Town Hall (and website, if applicable). The Supervisor will post the final post-election audit report to the Supervisor's website and will provide to the City/Town a copy of the report, via email, to post to the City/Town website, if applicable, after the County Canvassing Board completes the audit.
- Election materials will remain sealed at the Election Service Center for ten days after certification of the election. The City/Town will be notified when all election materials are ready to be picked up.

### **DATA PROCESSING ORDERS (David Wise/Nicole Sokolowski - 464-4958)**

The City/Town is to place data orders directly with an IT staff member by contacting (727) 464-4958 or [SOEIT@VotePinellas.com](mailto:SOEIT@VotePinellas.com).

### **VOTER HISTORY (Marc Gillette/David Wise - 464-4958)**

When voter history is completed, the City/Town may download the names of those who voted at VotePinellas.com.



**Agreement for Conducting In Conjunction Municipal Election**

**ELECTION COSTS (Susan Morse - 464-6108)**

- In addition to specific costs noted in this contract, the City/Town will pay an administration fee of 40 cents per registered voter; the minimum charge is \$400.
- The City/Town will be provided an invoice based on election cost estimates. Payment must be received no later than **5:00 p.m., January 11, 2019**. After the election, based on actual election costs, the Supervisor will reimburse the City/Town for unused funds or provide the City/Town with an invoice for additional costs incurred.

By affixing their signatures hereto, the parties acknowledge each to the other that they have full authority to enter into this Contract.

**APPROVED:**

\_\_\_\_\_  
DEBORAH CLARK  
Supervisor of Elections, Pinellas County, Florida

Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
CHRIS ALAHOZOS, MAYOR

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
OFFICE OF THE COUNTY ATTORNEY

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**REVIEWED AND APPROVED:**

\_\_\_\_\_  
THOMAS J. TRASK, B.C.S., - CITY ATTORNEY

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST TO:**

\_\_\_\_\_  
IRENE S. JACOBS, CMC, - CITY CLERK & COLLECTOR

Print name: \_\_\_\_\_

Date: \_\_\_\_\_