



13001 Starkey Road, Largo, Florida 33773-1416 • 727 464 6108 • [VotePinellas.com](http://VotePinellas.com)

## **Agreement for Conducting In-Conjunction Municipal (Referendum) Election**

### **City of Tarpon Springs**

### **Municipal (Referendum) Election – November 6, 2018**

WHEREAS, the City/Town has requested the assistance of the Office of the County Supervisor of Elections (Supervisor) in conducting its Municipal (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 (the State Election Code). 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 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 registration cards).

The City/Town is responsible for the costs associated with any legal action or contest of election arising from its 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.

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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 (which includes ALL current annexations) no later than **5:00 p.m., August 21, 2018**. 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., August 21, 2018**, and **Midnight, November 6, 2018**.

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., August 21, 2018**.

The Supervisor will certify to the City/Town the number of registered voters for this election approximately 10 days prior to the election.

### **ELECTION INFORMATION**

**Election Title:** **2018 General Election**  
**Election Date:** **November 6, 2018**  
**Voter Registration Deadline:** **October 9, 2018**

### **SPECIAL PROVISIONS**

**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**

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

## **Agreement for Conducting In-Conjunction Municipal (Referendum) 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.

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

- Final Ballot Language is due no later than **5:00 p.m., August 21, 2018** 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 Forms – 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.

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### **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 23 cents per ballot card (includes shipping charges) if the City/Town's portion of the ballot creates an additional ballot card.
- Provisional Ballots (minimum of 25 ballots per precinct) will be printed by the Supervisor. The Supervisor will bill the City/Town 23 cents per ballot card if the City/Town's portion of the ballot creates an additional ballot card.
- 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., August 28, 2018.** 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 25 cents per ballot card, if the City/Town's portion of the ballot creates an additional ballot card, used in the initial mailing.
- The Supervisor will bill the City/Town 38 cents per ballot card, if the City/Town's portion of the ballot creates an additional ballot card, used in daily mailings.
- If placement of the City/Town's municipal contests/questions on the ballot causes an additional ballot card to be created, the Supervisor will bill the City/Town for the cost of that additional card and postage for mailing that ballot.
- **The deadline for mailing military/overseas mail ballots is September 22, 2018 [F.S. 101.62(4)(a)]. Tentative Mailing Schedule for military/overseas ballots: The week of September 17, 2018, no later than September 22, 2018.**

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- **Domestic ballots must be mailed no earlier than October 2, 2018 and no later than October 9, 2018 [F.S. 101.62(4)(b)].**
- After the initial mailings, ballots will be mailed daily up to the fourth day prior to the election. The deadline to request a ballot be mailed is **5:00 p.m., October 31, 2018**, six days prior to the election [F.S. 101.62].
- Duplicate and test ballots will be printed by the Supervisor; the Supervisor will bill the City/Town 41 cents per ballot card if the City/Town's portion of the ballot creates an additional ballot card.

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

- The Supervisor is responsible for publishing the canvassing board meeting schedule.
- The Supervisor is responsible for creating the Sample Ballot and publishing it in a newspaper of general circulation. The City/Town is responsible for the advertising costs associated with publishing their portion of the sample ballot advertisement. The Supervisor will bill the City/Town for the City/Town's portion of the sample ballot advertisement.
- The Supervisor is responsible for mailing any necessary polling place change notices and publishing the list in a newspaper of general circulation.
- If the City/Town is conducting a special election or special referendum election, the City/Town is responsible for any additional notices required by Florida law. The City/Town is responsible for any notices required in its charter or by ordinance.

### **TESTING 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.

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- A Canvassing Board Schedule was emailed to the City/Town Clerk as part of this contract.
  - 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 (VotePinellas.com).

### **EARLY VOTING (Martin Munro – 464-6788)**

Early Voting ballots will be printed by the Supervisor; the Supervisor will bill the City/Town 40 cents per ballot card if the City/Town's portion of the ballot creates an additional ballot card.

**Early Voting will be October 22 - November 4, 2018** [F.S. 101.657]

**Days/Times of Operation: Daily: 7:00 a.m. - 7:00 p.m.**

### **Early Voting Locations**

- **Election Office - County Courthouse**, 315 Court Street, Room 117, Clearwater, FL 33756
- **Election Service Center**, 13001 Starkey Road, Largo, FL 33773
- **Election Office - County Building**, 501 First Avenue North, St. Petersburg, FL 33701
- **Gulfport Neighborhood Center**, 1617 49<sup>th</sup> Street South, Gulfport, FL 33707
- **Centre of Palm Harbor**, 1500 16<sup>th</sup> Street, Palm Harbor, FL 34683

### **MAIL BALLOT DROP-OFF LOCATIONS (Jeff Mendes – 464-6110)**

The Supervisor will provide mail ballot drop-off locations. Locations, dates and times will be included in each mail ballot kit and posted to the Supervisor's website (VotePinellas.com).

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

- Early Voting poll watcher designations for municipal candidates/committees must be submitted to the City/Town **Prior to Noon, October 8, 2018** [F.S. 101.131(2)].
- The City/Town must submit Early Voting poll watcher designations to the Supervisor **Prior to 5:00 p.m., October 8, 2018.**

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- Election Day poll watcher designations for municipal candidates/committees must be submitted to the City/Town **Prior to Noon, October 23, 2018** [F.S. 101.131(2)].
- The City/Town must submit Election Day poll watcher designations to the Supervisor **Prior to 5:00 p.m., October 23, 2018.**
- The City/Town shall provide to each designated municipal poll watcher, no later than 7 days prior to the beginning of Early Voting and Election Day, 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 early voting area or polling room. [F.S. 101.131(5)].

### **OVER-THE-COUNTER BALLOT PICKUP (Martin Munro – 464-6788)**

In-office ballot pickup will be available in each of the Supervisor of Elections locations during the following dates and times:

- **September 21 - October 19: 8:00 a.m. - 5:00 p.m.** (Closed weekends and holidays)
- **October 22 - November 4: 7:00 a.m. - 7:00 p.m.**
- **November 5: 8:00 a.m. - 5:00 p.m.**
- **November 6: 7:00 a.m. - 7:00 p.m.** [Only permitted in cases of emergency, F.S. 101.62(4)(c).5]

### **VOTING EQUIPMENT AND SUPPLIES (Ken Lanphar/Don Moore – 464-6788)**

- The Supervisor will contract with a moving company to transport the voting equipment and supplies to and from polling locations.
- Supplies not transported by the moving company will be picked up by the precinct clerks after Clerks' Class at the Election Service Center.

### **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.
- The Supervisor will bill the City/Town for additional poll workers needed to support voters eligible to vote only in City/Town's election.

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

The Supervisor will select, contract with and compensate polling places [F.S. 101.71, 101.715].

### **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. 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 (VotePinellas.com).

### **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., November 8, 2018** [F.S. 101.048].
- All provisional ballots will be canvassed at the Election Service Center.

### **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.
- 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.



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### **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 (VotePinellas.com) and at each elections office. The Supervisor will post the final post-election audit report to the Supervisor's website (VotePinellas.com) after the County Canvassing Board completes the audit.
- Election materials will remain sealed at the Election Service Center for the duration of the public records retention period.
- The Supervisor of Elections in accordance with F.S. 98.0981(2) will report precinct-level results to the Department of State within 30 days following the election.

### **DATA PROCESSING ORDERS (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 will be provided with the names of those who voted. The information will be provided on CD to each municipality.

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

- There will be a 10-cent election administration fee per registered voter.
- The City/Town will be provided an invoice based on election cost estimates. Payment must be received no later than **5:00 p.m., August 21, 2018.** 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.
- In the event the election is canceled or otherwise not conducted, the City/Town is responsible for any and all costs associated with preparations and/or conduct of this election.

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  
Dated: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Mayor  
Print name: Chris Alahouzos, Mayor  
Dated: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
OFFICE OF THE COUNTY ATTORNEY  
Print name: \_\_\_\_\_  
Dated: \_\_\_\_\_

**REVIEWED AND APPROVED:**

\_\_\_\_\_  
CITY/TOWN ATTORNEY  
Print name: Jay Daigneault, City Attorney  
Dated: \_\_\_\_\_

**ATTEST TO:**

\_\_\_\_\_  
MUNICIPAL CLERK  
Print name: Irene S. Jacobs, CMC, City Clerk  
Dated: \_\_\_\_\_