

INTERGOVERNMENTAL AGREEMENT

MEMORANDUM OF AGREEMENT FOR SERVICES AND MATERIALS FOR MUNICIPAL ELECTION

Election Name: Oviedo City Election

Election Date: November 2, 2021

Book Closing Date: October 4, 2021

Qualifying Period: 8 a.m., August 2 – Noon, August 6, 2021

Logic & Accuracy Test (Poll/VBM Equipment): **Date:** October 22, 2021 **Time:** 10 a.m.

Location: SOE Office, 1500 E. Airport Blvd. Sanford, FL 32773

Poll Worker Training: **Dates:** TBD **Times:** TBD

Location: SOE Office, 1500 E. Airport Blvd. Sanford, FL 32773

Parties to Agreement: Seminole County SOE and the City of Oviedo

1. The City shall notify political committees of date and time for Logic & Accuracy tests.
2. The Supervisor of Elections shall design ballot for City approval and place orders for printing which costs shall be paid by the City. The City shall furnish all ballot information - including election name – as soon as possible. City shall approve ballot proof(s). The Supervisor of Elections shall program the voting equipment to count said ballots, test ballots received from printer, and program all related election equipment, in accordance with state law.

Date ballot information to be provided to Supervisor of Elections Office: August 10

Date anticipated for proof to be submitted for approval: August 13

3. The City shall pay the printer directly for all ballot printing, translation and

delivery.

4. The Supervisor of Elections shall mail advance notices to overseas electors at no charge to City.
5. The Supervisor of Elections shall process all candidate petition signature verification at a cost to the City of 10 cents per signature (if applicable).
6. The Supervisor of Elections shall process all requests for mail ballots at no cost to the City, except printing and postage. Mail ballot process includes:
 - Accepting all requests for mail ballots by telephone, mail, or in person.
 - Provide mail house with initial and daily mail ballot requests.
 - Receive voted mail ballots.
 - Verify signatures on returned mail ballot certificates.
 - Account for all mail ballots.
7. The City shall be responsible for the following early voting/election day costs:
 - Jet packs usage for election worker training, early voting and election day.
 - Cell phones usage for early voting and election day.
8. Early Voting, if applicable, the city must notify the Supervisor of Elections office of their intent to hold early voting no later than the beginning of their qualifying period.
9. The Supervisor of Elections shall provide voting equipment.
10. The City shall determine polling place locations and schedule use of same. The Supervisor of Elections shall provide list of county polling places upon request by the City. The City will contract and pay the owner of facilities for their use.
11. The City shall mail any and all required notices to affected voters if polling location changes.
12. The Supervisor of Elections shall hire and schedule election workers for training classes and shall make Election Day assignments. The City shall compensate election workers.
13. The Supervisor of Elections shall train City election workers.
14. The Supervisor of Elections shall transport equipment to and from polling places, at no cost to the city. The City shall make arrangements with polling locations for delivery and pick-up of equipment and shall notify the Supervisor of Elections no less than 5 days before delivery date.

15. All advertising (except for canvassing/sample ballot ad) or other requirements required by the City's charter and state law, or otherwise, shall be the sole responsibility of the City.
16. The Supervisor of Elections shall update voter records after the City election.
17. The Supervisor of Elections shall invoice the City for all costs due and payable and, within thirty (30) days of invoicing, the City shall issue a check or warrant made payable to Seminole County.
18. The County shall convene its Election Canvassing Board to determine which voted mail and provisional ballots will be counted.
19. The Supervisor of Elections shall provide secure storage for any ballots while ballots are in his custody.

Signed:



(for Supervisor of Elections)

Date 7/28/2021



(for City)

Date 9/9/21