

Agenda Memorandum

To: Honorable Mayor and City Council Members
Prepared By: Elianne Rivera, City Clerk
From: Bryan Cobb, City Manager
Date: August 21, 2023
Subject: **Resolution No. 4362-23**, Memorandum of Agreement with the Seminole County Supervisor of Elections

Procedure: Consent Agenda

Introduction: This is a request for City Council to approve a Memorandum of Agreement with the Seminole County Supervisor of Elections (SOE) for services and materials for the November 7, 2023 election.

Discussion: In accordance with *Charter* Section 3.03.14, it is necessary to elect the City Council offices of Mayor and Councilmember Group 1 for a two (2) year term commencing on December 4, 2023. At its August 21, 2023, meeting, with adoption of Resolution No. 4361-23, City Council will call for a general election to fill the Mayor and City Councilmember Group 1 seats for November 7, 2023 and referendum elections regarding the renewal of the City's Economic Development Ad Valorem Exemption Program for an additional ten (10) years and the issuance of general obligation bonds to construct a new police station.

Since there is no County election on November 7, 2023, a Memorandum of Agreement with the Supervisor of Elections (SOE) is necessary for the called City election on November 7, 2023. A copy of the Memorandum of Agreement with the SOE adopted in 2021 is provided in Attachment 1.

The 2023 Memorandum of Agreement provided in Exhibit 1 of Resolution No. 4362-23 defines the following obligations and roles of the City and the SOE regarding the November 7, 2023 election.

1. The SOE shall:
 - A. Design ballot for City approval and place orders for printing which shall be paid by the City.
 - B. Mail advanced notices to overseas electors at no charge to the City.
 - C. Process all requests for mail ballots at no cost to the City, except printing and postage.

- D. Convene its Election Canvassing Board to determine which voted mail and provisional ballots will be counted.

2. The City shall:

- A. Pay for candidate petition signature verifications at a cost of 10 cents per signature.
- B. Pay for data access and usage for election worker training, early voting and election day.
- C. Determine the polling place locations.
- D. Contract and pay the owner of facilities for their use.
- E. Mail any and all required notices to affected voters if polling location changes.
- F. Compensate election workers.
- G. Place all advertisements (except for canvassing/sample ballot ad).
- H. Pay for transporting election equipment to and from polling locations.

Budget Impact: The estimated election costs for opening 3 polling locations, ballot printing, absentee ballots, signature verification, post card notification, poll worker costs and ad translation is \$53,238, with an additional \$3,000 charge for the Public Safety General Obligation Bond and Economic Development Ad Valorem Exemption Program Referendums for a total of \$56,238. Details of the estimated election costs are provided in Attachment 2. The FY 2023/24 Proposed Budget includes sufficient funding to cover the November 2023 Election costs.

Strategic Impact: The execution of the 2023 Memorandum of Agreement will continue the cooperative relationship between the City of Oviedo and the Seminole County Supervisor of Elections.

Recommendation: It is recommended that City Council adopt Resolution No. 4362-23.

Attachment(s): 1. 2021 Memorandum Agreement
 2. Cost Estimates for 3 Polling Locations and 1 Early Voting Location