

TAB 4

POINT PAPER  
FOR  
ELECTION SERVICES AGREEMENT  
APPOINTMENT OF CANVASSING BOARD

May 19, 2008

PROBLEM:

The City's 2008 election will be conducted by the Manatee County Supervisor of Elections office, thus requiring the execution of an Election Services Agreement. As part of the Agreement, the City must appoint a Canvassing Board.

BACKGROUND:

When a general city election is conducted with the county wide election, the Supervisor of Election's office has historically conducted our election. The only cost associated with the election would be for services the city would request above normal costs associated with conducting a county wide election.

ALTERNATIVES:

- 1) Do not approve the agreement, thus requiring city hall staff to perform all tasks associated with an election.
- 2) Approve the agreement.

RECOMMENDATION:

Recommend approval of the Election Services Agreement and authorize the City Clerk to execute the agreement as the City's Supervisor of Elections. As part of the approval process, appoint a municipal Canvassing Board.

BUDGET IMPACT:

There is no budget impact for a city election held in conjunction with a county wide election.

# ***SUPERVISOR OF ELECTIONS***

**ROBERT (BOB) SWEAT**

— *Supervisor* —

600 301 Boulevard West, Suite 108

Bradenton, Florida 34205

Phone: (941) 741-3823


Fax: (941) 741-3820

www.votemanatee.com

---

**DATE:** May 6, 2008

**TO:** James R Freeman, City Clerk  
City of Palmetto

**FROM:** Robert (Bob) Sweat   
Manatee County Supervisor of Elections

**RE:** 2008 Election Services Agreement

Please find attached the Election Services Agreement for the scheduled November 4, 2008 City of Palmetto Election.

Please review the Service Agreement, make any necessary changes, sign, and return the Agreement to this office no later than June 1, 2008. Upon receipt, I will sign the service agreement and forward a copy to you for your records.

Should you have any questions, or require additional information, please do not hesitate to contact this office and speak to my assistant, Nancy.



RECYCLED  
PAPER

*Protect the Manatee..*

# **ELECTION SERVICES AGREEMENT**

**Robert (Bob) Sweat**  
**Supervisor of Elections**

**MUNICIPALITY:** CITY OF PALMETTO

**ELECTION DATE:** November 4, 2008

**BOOKS CLOSING DATE:** 5:00 PM – Monday – October 6, 2008

**TESTING OF TABULATION EQUIPMENT:**

DATE: Friday – October 10, 2008

TIME: TBA

LOCATION: Manatee County Elections Center  
600 301 Blvd W., Suite 108  
Bradenton, Florida 34205

Logic and Accuracy Tests of the tabulating equipment are conducted not more than ten days before the beginning of the early voting period, or ten days before election day, by the Manatee County Supervisor of Elections. These tests will be scheduled at the discretion of the Supervisor of Elections.

**CANVASSING BOARD:**

When municipal elections are conducted with county candidate(s) or issues the municipality may choose to have the County Canvassing Board serve as the canvassing board. If the municipality chooses to designate a Municipal Canvassing Board, the City Clerk will be responsible for notifying members of the Canvassing Board as to the meeting times for the Logic & Accuracy testing, canvass of Absentee ballots, election night and Provisional ballot review. The City Clerk will notify the Supervisor of Elections in writing no later than the end of qualifying the names of canvassing board members.

**POLLING PLACE / ELECTION EQUIPMENT:**

Notification and lease arrangements will be the responsibility of the Manatee County Supervisor of Elections. The pre-established county polling locations will be used.

The Manatee County Supervisor of Elections shall be responsible for the transportation of all election materials and supplies.

**POLL WORKERS, PRECINCT REGISTERS & VOTING BOOTHS:**

Selection and notification of all poll workers shall be the responsibility of the Manatee County Supervisor of Elections. The Manatee County Supervisor of Elections shall also appoint the poll deputy and make arrangements for the deputy to be sworn in.

The number of poll workers, precinct registers and voting booths shall be left to the discretion of the Manatee County Supervisor of Elections.

**PRINTING:**

The Manatee County Supervisor of Elections shall be responsible for the layout, preparation, and printing of absentee ballots, precinct ballots, sample ballots and PR/PL's.

**ABSENTEE BALLOTS:**

The Manatee County Supervisor of Elections shall maintain absentee ballot records. The Manatee County Supervisor of Elections shall mail the ballots, and voted ballots shall be returned directly to the Manatee County Elections Center for signature verification.

**ADVERTISING:**

The Manatee County Supervisor of Elections shall be responsible for the placement of all legal notices required by the Florida Election Code for conducting an election. This includes the Notice of Logic & Accuracy Test of Equipment, Canvassing Board and Notice of Election, as well as Sample Ballots. The City Clerk will be responsible for any additional legal notices required by the Municipal Charter.

**ELECTION COST:**

The municipality will be responsible for any costs that are above normal costs associated with conducting a county wide election that are requested by the municipality.

Acceptance of the above Elections Services Agreement:

City Clerk, James R Freeman retains his status as the election official for this Municipal election and is responsible for all requirements of law as such.

\_\_\_\_\_  
Robert (Bob) Sweat  
Manatee County Supervisor of Elections

\_\_\_\_\_  
James R Freeman  
City Clerk, City of Palmetto

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

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