RESOLUTION NO. 36-10-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ESTABLISHING THE TIME AND PLACE OF THE TOWN OF LAKE PARK'S GENERAL ELECTION WHICH SHALL BE HELD ON TUESDAY, MARCH 15, 2016 FOR THE PURPOSE OF ELECTING FOUR COMMISSIONERS TO THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; ESTABLISHING THE QUALIFYING/FILING PERIOD FOR SUCH GENERAL ELECTION AS BEGINNING AT 12 NOON ON TUESDAY NOVEMBER 24, 2015 AND CONTINUING DURING THE TOWN'S BUSINESS HOURS ENDING AT 12 NOON TUESDAY DECEMBER 8, 2015; REQUESTING THAT THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE TOWN'S MARCH 15, 2016 ELECTION AND IF NECESSARY THE MARCH 29, 2016 RUN-OFF ELECTION; PROVIDING FOR THE PROCESSING OF ABSENTEE BALLOTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2009, the Palm Beach County League of Cities, Inc. ("League") formed an Ad Hoc Committee on Municipal Elections to work with the Palm Beach County Supervisor of Elections (SOE) to establish uniform terms and conditions under which the SOE would provide services to municipalities in Palm Beach County for their elections and the respective responsibilities of the SOE and the municipalities; and

WHEREAS, the Agreement for Vote Processing Equipment Use and Election Services (the "Agreement") negotiated between the SOE and the League was presented and approved by the Town of Lake Park Commission at its Regular Commission Meeting of December 4, 2013; and

WHEREAS, the Town of Lake Park ("Town") desires the SOE to conduct the Town's election scheduled for March 15, 2016 and if necessary the March 29, 2016 run-off election consistent with the terms of the Agreement for Vote Processing, Use and Elections Services between the Town of Lake Park and the Palm Beach County Supervisor of Elections (Exhibit "A"); and

WHEREAS, the Agreement requires that the Town identify the individuals who will serve as members of the Town's Canvassing Board for said election(s).

BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. A General Election shall be held in the Town of Lake Park, Palm Beach County, Florida, ("Town") between the hours of 7:00 a.m. and 7:00 p.m. on Tuesday, the 15th day of March, 2016, and if necessary a run-off election would be held on Tuesday,

the 29th day of March, 2016, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing four Commissioners to the Town Commission.

Section 2. The Town Commission hereby designates Tuesday, November 24, 2015 at 12:00 noon as the opening date for those persons interested in qualifying for the Offices of Commissioner, for the General Election to be held on Tuesday, March 15, 2016; and establishing 12:00 noon, Tuesday, December 8, 2015 as the closing date for candidates to qualify for the Office of Commissioner.

Section 3. At least 30 days before Tuesday, November 24, 2015, but not more than 45 days before Tuesday, March 15, 2016, the Town Clerk of the Town shall post in three conspicuous places in the Town, one of which shall be at the front door of Town Hall, 535 Park Avenue, the Notice of the General Election, and the Offices of the Town Commission to be filled in the election.

Section 4. The Town Commission hereby designates that the SOE or her designee, the Town Clerk or her designee, and the Deputy Town Clerk or her designee shall be the members of the Town's Canvassing Board, and enabling those designated or their designees to represent the Town at the Logic and Accuracy ("L&A") testing of the voting equipment prior to the General Election. The SOE is also hereby requested to prepare absentee ballots for the Town, said ballots to be distributed to those electors who are unable to vote on the day of the General Election. The SOE is hereby requested to count the absentee ballots and include the Town in the canvassing advertisement.

Section 5. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Commissioner O'Rourke, who moved its adoption. The motion was seconded by Commissioner Flaherty and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	✓	
VICE-MAYOR KIMBERLY GLAS-CASTRO	✓	
COMMISSIONER ERIN FLAHERTY	✓	
COMMISSIONER MICHAEL O'ROURKE	✓	
COMMISSIONER KATHLEEN RAPOZA	✓	

The Town Commission thereupon declared the foregoing Resolution NO. 36-10-15 duly passed and adopted this 7 day of October, 2015.

TOWN OF LAKE PARK, FLORIDA

BY: _____
JAMES DUBOIS
MAYOR

ATTEST:

_____
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK SEAL FLORIDA
(TOWN SEAL)

Approved as to form and legal sufficiency:

BY: _____
THOMAS J. BAIRD
TOWN ATTORNEY

AGREEMENT FOR VOTE PROCESSING EQUIPMENT USE AND ELECTION SERVICES BY AND BETWEEN THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS AND THE TOWN OF LAKE PARK

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:11
PALM BEACH COUNTY, FL

THIS AGREEMENT, is made and entered into this day of Oct. 14, 2015, effective January 1, 2016, by and between the Palm Beach County Supervisor of Elections, an elected county officer pursuant to Article VIII, Sec.1 (d) of the *Florida Constitution*, hereinafter referred to as the "**SOE**", and the Town of Lake Park, Florida, a municipal corporation, chartered and organized in accordance with the laws of the State of Florida, hereinafter referred to as the "**Municipality**".

WITNESSETH:

WHEREAS, Chapters 97 to 106, *Florida Statutes*, constitute the Florida Election Code (the "Code") which applies to municipalities where expressly so stated; and

WHEREAS, Sec 100.3605, *Florida Statutes*, states that "[T]he Florida Election Code, chapters 97-106 shall govern the conduct of a municipality's election in the absence of an applicable special act, charter, or ordinance provision"; and

WHEREAS, the Municipality and the SOE desire to work together to provide for municipal elections and to allocate certain responsibilities and expenses between the two parties to ensure that the provisions of the Code are followed during municipal elections; and

WHEREAS, the SOE and the Municipality wish to enter into this Agreement to set out the terms of this coordinated program.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained to be kept and performed by the parties hereto, and for the mutual benefit of the Municipality, its constituents and the SOE, it is agreed as follows:

1. **PURPOSE:**

The purpose of this Agreement is to set forth the terms and conditions under which services will be provided by the SOE and staff to the Municipality for municipal elections and to set forth the responsibilities of both parties so that there is a clear understanding of the rights and responsibilities of all parties. Such rights and responsibilities shall apply to the General, Run-Off, Special and Recount elections as necessary as well as the Post-Election Audit, unless otherwise stated herein below.

2. **DATE OF GENERAL MUNICIPAL ELECTION:**

The date of Town of Lake Park's General Municipal election is March 15, 2016. It is hereby acknowledged and agreed that if the date listed is the same as most other municipalities in March or November, there will be a cost sharing among municipalities for costs incurred by the SOE. Such costs shall be allocated on a pro-rata share basis; otherwise, it is hereby acknowledged and agreed upon by the municipality that it is responsible for all costs of the election, incurred by the office of the SOE.

3. **FEES AND CHARGES TO BE PAID BY THE MUNICIPALITY:**

SUPERVISOR OF ELECTIONS
2015 OCT 16 PM 1:11
PALM BEACH COUNTY, FL

The SOE hereby agrees not to charge Municipalities for taxpayer purchased equipment and supplies; (i.e. voting machines, tables, chairs, etc.) and associated maintenance and contract fees related to such equipment in return for which the Municipality hereby agrees not to charge the SOE for polling places or poll worker training facilities within its dominion and control. Examples of municipal elections charges related to certain services performed by the SOE to be passed through to the Municipality on a shared pro rata basis for all municipalities holding elections on a general election day (i.e. 2nd Tuesday in March or November) are attached here as Exhibit "A". All items to be paid or reimbursed to the SOE will be paid by the Municipality within thirty (30) days of receipt of an invoice from the SOE with documentation verifying the charges. Examples of total costs to small, medium and large municipalities are attached hereto as Exhibit "B".

4. **RESPONSIBILITIES OF BOTH THE MUNICIPALITY AND THE SOE FOR MUNICIPAL ELECTIONS:**

A. **Notice and Advertisement**

(1) **Municipality**

(a) Properly call and advertise the election according to statutes and charter at its own expense.

(b) Issue a resolution or ordinance to the SOE requesting that the Supervisor of Elections conduct the municipality's election, provide ballot language for any ballot questions within the resolution if applicable and appoint at least 3 members of the Municipality's Canvassing Board, which may or may not include the SOE, at the SOE's discretion.

(c) Certify that the registered voter information provided by the SOE to the municipality reflects the proper boundaries of the city and notify the SOE of any changes.

(2) SOE

(a) Publish legal notices for Logic & Accuracy testing, absentee ballot canvass, Post-Election Audit and news releases on book closing.

B. **Qualifying Candidates and Petition Initiatives**

(1) **Municipality**

(a) Provide qualifying packets to candidates and accept and process all qualifying papers and fees.

(b) Collect Name and Pronunciation Guides from the candidates at the time of qualifying and submit to SOE.

(c) Respond to all candidate inquiries and questions.

(d) Respond to all legal inquiries and questions.

(e) Respond to all media inquiries.

(f) Provide all necessary information and materials for petition initiative process.

(2) **SOE**

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 4:11
PALM BEACH COUNTY, FL

(a) Verify signatures on any qualifying petitions submitted by candidates or for petition initiatives and notify the municipality of such results upon the close of the candidate qualifying or petition initiative deadlines as applicable.

C. **Ballots**

(1) **Municipality**

(a) Review, amend (if necessary) and approve ballot proof prepared by SOE.
(b) Place an order with the SOE for a sufficient quantity of ballots as applicable.
(c) Pay ballot design costs to the SOE as incurred.
(d) Pay the ballot printer directly for the cost of said ballots.
(e) Reimburse the SOE for costs incurred for translation and audio recording of ballot.
(f) Reimburse SOE for preparation of Absentee Ballot, Edge layout and Sample Ballot.

(2) **SOE**

(a) Layout, check, proof and deliver ballot layout to the printer.
(b) Receive, securely store and account for all ballots until disbursed to polling places.
(c) Contract to have audio recorded for Touch Screen ballot.
(d) Control all access to un-voted ballots while in the possession of the SOE.

D. **Equipment Testing**

(1) **Municipality**

(a) Provide that a representative will be present during the Logic and Accuracy testing as noticed by SOE.

(2) **SOE**

(a) Develop a unique test script and manually mark ballots to be used in public Logic & Accuracy test.
(b) Conduct public Logic & Accuracy test.

E. **Early Voting – Optional**

(1) **Municipality**

(a) Reimburse the SOE for staff overtime hours due to weekend and/or evening hours for Early Voting.
(b) Pay SOE for Early Voting supplies.
(c) Contract with, schedule and pay poll workers directly.
(d) Deliver voted ballots to SOE daily at a location designated by SOE.
(e) Designate Early Voting sites 120 days prior to each Election and notify SOE in writing of locations.

(2) **SOE**

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:11
PALM BEACH COUNTY, FL

(a) Prepare and provide all supplies needed for each Early Voting site.
(b) Provide the Municipality with a list of poll workers.
(c) Train poll workers.
(d) Provide staffing to accept voted ballots daily at a location designated by SOE.

F. **Absentee Voting**

(1) **Municipality**

(a) Reimburse SOE for all postage costs incurred at the current postal rate.
(b) Pay SOE for materials and handling of each absentee ballot.
(c) Pay SOE $.10 per absentee ballot for verifying signatures on returned voted ballot certificates.
(d) Refer all requests for absentee ballots to SOE.

(2) **SOE**

(a) Determine eligibility and compile Absentee Ballot file.
(b) Accept all requests for Absentee Ballots by telephone, mail or in person.
(c) Prepare and mail Absentee Ballots.
(d) Deliver Absentee Ballots to the Post Office.
(e) Receive voted Absentee Ballots.
(f) Verify signatures on returned voted Absentee Ballot certificates.
(g) Prepare and open Absentee Ballots for tabulation.
(h) Account for all Absentee Ballots.
(i) Notify Absentee Ballot voter and provisional voters of the disposition of the Canvassing Board as required by law.
(j) Record Absentee Ballot returns to voter history.
(k) Conduct public testing of Logic and Accuracy for Absentee Ballot tabulating equipment.
(l) Provide qualified staff to operate tabulation equipment to count Absentee Ballots.

G. **Polling Places**

(1) **Municipality**

(a) Arrange for the use of an adequate number of polling places.
(b) Confirm polling place accessibility and ADA compliance.
(c) Notify SOE in writing thirty (30) days prior to election of the need for tables and chairs if necessary.
(d) Notify SOE of polling locations to be used no later than noon the Friday after the municipal candidate qualifying deadline.
(e) Notify the SOE not less than 30 days prior to the election that a polling place will be moved to another site.
(f) Notify voters, as required by law, if their regular polling place is to be temporarily relocated.

(2) **SOE**

SUPERVISOR OF ELECTIONS
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2015 OCT 14 PM 1:11
PALM BEACH COUNTY, FL

(a) Provide the Municipality with a list of polling places and SOE contract.
(b) Provide tables and chairs upon written notice from the Municipality when required.
(c) Provide polling place supplies, i.e. signs, cones, etc.
(d) Notify voters and the Municipality of permanent polling place change(s).

H. **Precinct Supplies**

(1) **Municipality**

(a) Pay SOE for precinct supplies provided.
(b) Provide a secure place for precinct clerks to return supplies and voted ballots on election night.
(c) Pay SOE for the production of Precinct Registers or for programming electronic poll books and related communication fees.
(d) Pay directly to the SOE's contracted moving company to have voting equipment delivered and picked up from polling place no later than the day before the election and returned after the election.

(2) **SOE**

(a) Provide Precinct Registers or electronic poll books for each polling place location.
(b) Provide Master CD compilation of registered voters for precinct advisors or provide up to date electronic poll books.
(c) Provide certification of registered voters after book closing.
(d) Prepare equipment, cabinets and routing of voting equipment delivery.
(e) Provide laptop computer at each polling place or electronic poll books.
(f) Provide CD of voter file database for each polling place or up to date electronic poll books.
(g) Provide poll worker Clerks with cell phones.
(h) Provide Provisional Ballot envelopes and affidavit forms for each polling place.
(i) Provide secrecy sleeves in a number and amount appropriate for each polling place.

I. **Poll Workers**

(1) **Municipality**

(a) Contact, contract with and pay poll workers directly (using only poll workers who are currently on the SOE list, or individuals who have successfully completed required training).
(b) Schedule and notify poll workers of training classes.
(c) Reimburse SOE for expenses incurred for delivery and pick up of equipment to training locations.
(d) Reimburse SOE for expenses incurred in printing training material.
(e) Reimburse SOE for expenses incurred for trainers to train poll workers.
(f) Reimburse SOE for expenses incurred for contracted training locations.

(2) **SOE**

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:11
PALM BEACH COUNTY, FL

(a) Provide the Municipality with a list of current poll workers.
(b) Develop poll worker training schedule.
(c) Plan and contract for training classes and locations.
(d) Contract with and pay trainers to train poll workers.
(e) Provide printed training materials for poll workers.

J. **Election Day Support**

(1) **Municipality**

(a) Verify that all polling places are available to poll workers no later than 6:00 a.m. and open for voting promptly at 7:00 a.m. on Election Day.
(b) Ensure that all polling places remain open until 7:00 p.m. or until all voters who are in line to vote at 7:00 p.m. have completed voting.
(c) Reimburse SOE for all phone bank costs.

(2) **SOE**

(a) Provide an additional list of poll worker replacements if needed.
(b) Provide technical support personnel as needed.
(c) Provide phone bank support to respond to poll workers and voters on Election Day.

K. **Ballot Tabulation/Counting of Election Results**

(1) **Municipality**

(a) Deliver all voted ballots and other necessary election related items to a place designated by the SOE after the polling places have closed on Election Day.
(b) Deliver **all** voting machine cartridges to a place designated by the SOE after the polling places have closed on Election Day.
(c) Reimburse the SOE for any staff overtime and other expenses in relation to the tabulation and processing of ballots on Election Day.
(d) Act as member of Canvassing Board.

(2) **SOE**

(a) Provide technical staff and required equipment to administer tabulation and election results.
(b) Assist and act, or appoint a designee to assist and act on the SOE's behalf, as a member of the Municipality's Canvassing Board if desired by the municipality and approved by the SOE or act as a member of the County Canvassing Board if it canvasses the municipality's election, if allowed by law.
(c) Post election results on SOE WEB site and provide the same to Channel 20.
(d) Provide the Municipal Clerk with unofficial election results upon conclusion of tabulation and canvassing of ballots cast on Election Day.

L. **Post-Election Day**

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:11
PALM BEACH COUNTY, FL

(1) **Municipality**

(2) **SOE**

(a) Provide the Municipal Clerk with an official certification of election results if allowed by law.
(b) Store all necessary election records and ballots until the expiration of retention period prescribed by statutes.
(c) Process polling place affirmation forms.
(d) Sort, inventory, pack and store all election materials for retention and disposition.
(e) Notify voters of the disposition of their Absentee or Provisional Ballots after the determination by the Canvassing Board, as required by law.
(f) Respond to public records requests regarding records kept on behalf of the Municipality.
(g) Record voting history for each voter who voted on Election Day.

M. **Audit**

(1) **Municipality**

(a) Provide that the Municipal Clerk will be responsible for the administration of the audit.
(b) Reimburse SOE for any staff time or other related expenses as may result from conducting the manual audit.

(2) **SOE**

(a) Organize precinct information to allow the Municipal Clerk to randomly select the race and precinct(s) that shall be audited.
(b) Organize and prepare ballots for manual audit.
(c) Provide SOE staff to conduct manual audit.
(d) Ascertain and publically post manual audit result to SOE WEB site.

N. **Recount**

(1) **Municipality**

(a) Provide that the Municipal Clerk will be responsible for the administration of the Recount, with support and guidance from the SOE.
(b) Act as a member of the Canvassing Board.
(c) Notify the candidates of the time and date of the Recount.
(d) Post public notice(s) of the Recount with the time and location.
(e) Cause to have the Recount recorded and minutes kept and approved by the Canvassing Board.
(f) Review with the Canvassing Board and the counting teams the statutes and rules of The Division of Elections, specifically Rule 1S-2.031. Recount Procedures; and Rule 1S- 2.027. Standards for Determining Voter's Choice on a Ballot.
(g) Reimburse the SOE for all staff salaries/overtime, facility and other expenses required to conduct the Recount.

(2) **SOE**

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:12
PALM BEACH COUNTY, FL

(a) Post public notice(s) of the Recount with the time and location.
(b) Test tabulating equipment as required by Sec. 101.5612, *Florida Statues*.
(c) Provide counting teams for examining out stacked ballots.
(d) Prepare and organize ballots for Recount processing.
(e) Tabulate ballots and provide professional staff for equipment operations.
(f) Provide official certification as determined by the Canvassing Board.

5. **INDEMNITY:**

Each party to this agreement shall be liable for its own actions and negligence. To the extent permitted by law, the Municipality shall indemnify, defend and hold harmless SOE against any actions, claims or damages arising out of the Municipality's negligence in connection with performance under this Agreement; and the SOE shall indemnify, defend and hold harmless the Municipality against any actions, claims or damages arising out of the negligence of SOE in connection with its performance under this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth at Sec. 768.28, *Florida Statutes*. In no case shall such limits for the Municipality extend beyond $200,000 for any one person or beyond $300,000 for any judgment which, when totaled with all other judgments, arises out of the same incident or occurrence. These provisions shall not be construed to constitute agreement by either party to indemnify the other for such other's negligent, willful or intentional acts or omissions. In the event of litigation, trial or appellate, between the Municipality and the SOE relating to a municipal election governed by this Agreement, or otherwise in connection with the interpretation or application of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Notwithstanding the above, the municipality shall defend legal challenges relating to its municipal election and shall be fully responsible for all legal costs including attorneys' fees for such defense of the Municipality and the SOE. The municipality shall be responsible for damages, if any, assessed by virtue of such lawsuit, up to the monetary limits provided for hereinabove without recourse to the SOE.

6. **SPECIAL ELECTION:**

In the event of a Special Election, the municipality shall receive the approval of the Supervisor of Elections for the actual election date no later than 90 days prior to a Special Election unless otherwise provided in law. The expense of any Special Election shall include all actual costs incurred by the Supervisor of Elections, including hourly and salaried staff costs and other related election expenses as documented.

7. **TERM:**

This Agreement shall begin on the effective date January 1, 2016 and continue for a term of one year in order to cover Special Elections, if any, and may be modified by mutual agreement of the parties. Any proposed changes to this Agreement shall be provided to the municipalities no later than August 1 of the applicable year, or as soon as practicable.

8. **CHANGE IN LAW:**

SUPERVISOR OF ELECTIONS
2015 OCT 19 PM 1:12
PALM BEACH COUNTY, FL

In the event any change in law abrogates or modifies any provisions or applications of this Agreement, the parties hereto agree to enter into good faith negotiations and use their best efforts to reach a mutually acceptable modification of this Agreement.

9. **NOTICES:**

All formal notices affecting the provisions of this Agreement may be delivered in person or be sent by facsimile, registered mail, or by a recognized overnight courier such as FedEx, to the individual designated below, until such time as either party furnishes the other party written instructions to contact another individual.

For the SOE:	For the Municipality:
Supervisor of Elections 240 S. Military Trail West Palm Beach, Florida 33415 Attention: Susan Bucher	Town of Lake Park 535 Park Avenue Lake Park, FL 33403 Attention: John D'Agostino

10. **SEVERABILITY:**

If any clause, section, or provision of this Agreement shall be declared to be unconstitutional, invalid or unenforceable for any cause or reason, or is abrogated or negated by a change in law, the same shall be eliminated from this Agreement, and the remaining portion of this Agreement shall be in full force and effect and be valid as if such invalid portions thereof had not been incorporated herein.

11. **LEGAL SUFFICIENCY:**

By signing this contract, you and your municipality approve the contract as a form of legal sufficiency and certify that this contract has met all of the legal requirements of your Municipal Charter and all other related laws.

12. **NO MODIFICATION EXCEPT IN WRITING:**

This is the complete and final agreement between the parties. No representations other than those set forth herein shall be binding upon the parties. No modification of this agreement shall be effective unless submitted in writing and signed by both parties, or their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective January 1, 2016.

WITNESSES:

As to the SOE:
SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY

Susan Bucher
Susan Bucher

Date: 10/14/15

SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY, FL
2015 OCT 13 PM 1:12

As to the MUNCIPALITY:

ATTEST:

Vivian Mendez, Municipal Clerk

(Affix Municipal Seal)

TOWN OF LAKE PARK SEAL FLORIDA

TOWN OF LAKE PARK

James DuBois, Mayor

Date: October 7, 2015

ATTEST FOR LEGAL SUFFICIENCY

Thomas Baird, Town Attorney

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:12
PALM BEACH COUNTY, FL

Palm Beach County Supervisor of Elections

Schedule of Municipal Election Fees

Presidential Preference Primary and Municipal Elections
Tuesday, March 15, 2016

A. Set up Fee **$400.00**

- Prepare Ballot layout, ADA Ballot Access, ePollbooks

- Post election results on SOE website and Channel 20

B. The additional costs listed below will be based on the actual expenses incurred by the municipality and included in the post election invoice.

- Ballot language translations

- Precinct ballot costs for Non Partisan ballots

- Absentee ballot costs for Non Partisan ballots

- Cost of additional ballot card if required, due to additional ballot wording by municipality, plus additional postage amount

Palm Beach County Supervisor of Elections

2016 Municipal Election Run-Off Fees *

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:12
PALM BEACH COUNTY, FL

ABSENTEE BALLOTS	
Set up Absentee Ballot fee	0.13
Voter Absentee Ballot requests - staff time	0.89
Absentee Ballot - materials and postage	2.20
Absentee Ballot prep and mailing - staff time	0.50
Recording/verification of Absentee Ballot returns - staff time	0.89
Notification to Absentee Ballot voter regarding disposition of Canvassing Board	0.09
COST PER ABSENTEE BALLOT	**$ 4.70**
MUNICIPAL PACKAGE	
Preparation of audio ballot and language translation	*TBD*
Ballot preparation and layout - Voting Equipment Center and IT	294.23
Publish legal notices - L&A testing, AB canvassing	*TBD*
L&A test development	147.12
Provide certification of registered voters after book closing	33.48
Prepare ePoll books - IT	80.16
Provide polling place supplies - signs, cones, tables, chairs, etc.	25.00
Assist in finding poll worker replacements	54.84
Election Day support	330.60
Election Day staff overtime	463.59

SUPERVISOR OF ELECTIONS
2015 OCT 13 PM 1:12
PALM BEACH COUNTY, FL

Palm Beach County Supervisor of Elections

2016 Municipal Election Run-Off Fees *

Canvass of Absentee Ballots	328.34
Post election results - SOE website and Channel 20	48.93
Conduct post election audit	118.34
Provide election results	33.48
COST PER MUNICIPALITY	**$ 1,806.29**
PRECINCT SERVICES	
Prepare election materials - Voting Equipment Center Staff	13.19
Prepare equipment cabinets and routing of voter equipment	23.24
Prepare precinct scanners and ADA Touch screen equipment	23.24
ePoll book programming and prep time - IT staff	9.63
ePoll book Data Service - 2 ePoll books per precinct	36.00
Management of voting history (post election)	25.27
Notification to provisional voters re: the disposition of Canvassing Board	4.70
COST PER PRECINCT	**$ 135.27**

*** Fees included in this schedule do not include expenses for delivery and pickup of voting equipment, precinct ballot printing and poll worker salaries (as customarily billed to municipalities)**