



## Pinellas County Supervisor of Elections

13001 Starkey Rd., Largo, FL 33773 • (727) 464-6108 • [VotePinellas.gov](http://VotePinellas.gov)

### Contract for Conducting Municipal Election

#### City of Madeira Beach

#### Municipal Election - March 10, 2026

WHEREAS, the City/Town has requested the assistance of the Office of the County Supervisor of Elections (Supervisor) in conducting its General 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 (F.S.) (the Florida Election Code). The City/Town is responsible for all legal notices. 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. However, the Supervisor is unable to support any type of runoff election.

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 automated 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 information 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.

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.

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The City/Town will provide the Supervisor with the current City/Town definition/boundaries and include a list of ALL annexations (actual list of addresses) since your last election, no later than 5:00 p.m., December 10, 2025. 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., December 10, 2025, and Midnight, March 10, 2026. Contact the IT Department at (727) 464-4958 or [SOEIT@VotePinellas.gov](mailto:SOEIT@VotePinellas.gov) for all questions concerning annexations and for providing annexation information (City/Town definition/boundary changes).

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., December 10, 2025.

Upon request, the Supervisor may provide to the City/Town with the number of registered voters for this election.

### ELECTION INFORMATION

Election Title: Municipal Elections  
Election Date: March 10, 2026  
Voter Registration Deadline: February 9, 2026

### SPECIAL PROVISIONS

City/Town Clerk: Clara VanBlargan  
\*Election Day Cell Phone: (863) 215-2060  
Alternate Phone: (727) 391-9951 x231  
Email: cvanblargan@madeirabeachfl.gov  
Mailing Address: 300 Municipal Dr., Madeira Beach, FL 33708

\*The City/Town Clerk MUST be available from 5:00 a.m. to 10:00 p.m. on Election Day/Night.

### TRANSLATION (Spanish – Section 203, Voting Rights Act) (Matt Smith – 464-5751)

- a. 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.
- b. 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

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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.

- c. 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)**

- a. Final Ballot Language is due no later than **5:00 p.m., December 10, 2025** and must include all qualified opposed candidates and resolutions and/or ordinances with ballot questions.
- b. All ballot language must comply with Florida Statutes 101.161(1) and the Uniform Ballot Rule (1S-2.032).
- c. Using the Ballot Language Submittal Form – Complete required information. Include information and Candidate Oaths for ONLY qualified opposed candidates in ballot order. All Charter Amendments and/or Referendum Questions with SIGNED/APPROVED Ordinances/Resolutions must include numbering for ballot order and English and Spanish translated text.
- d. Email ballot language to Wendy Grimes at [WGrimes@VotePinellas.gov](mailto:WGrimes@VotePinellas.gov) by the final ballot language deadline.

### **BALLOT LAYOUT/PRINTING (David Wise – 464-4958)**

- a. The Supervisor is responsible for creating the ballot (ballot layout will comply with Florida Statutes and the Uniform Ballot Rule).
- b. The City/Town is responsible for approving the City/Town's portion of ballot.
- c. Precinct ballots will be printed by the Supervisor. The Supervisor will bill the City/Town 28 cents per ballot card (includes ground shipping charges). The Supervisor will bill the City/Town for any required expedited shipping charges.
- d. Provisional ballots will be printed by the Supervisor; the Supervisor will bill the City/Town 28 cents per ballot card (25 per city/town). The Supervisor will bill the City/Town for any required expedited shipping charges.
- e. 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)**

- a. The deadline for candidates to record their names and office titles for the audio ballot is **5:00 p.m., December 17, 2025**. It is the responsibility of the City/Town to notify City/Town candidates of this deadline.
- b. 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 (Marisa Crispell – 464-6108)**

- a. The Supervisor will bill the City/Town \$1.58 for each mail ballot kit used in initial mailing (return postage included).
- b. The Supervisor will bill the City/Town \$2.21 for each mail ballot kit used for daily mailing.
- c. The deadline for mailing military/overseas ballots is **January 24, 2026**; at least 45 days prior to the election [F.S. 101.62(4)(a)].

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- d. Mailing Schedule for domestic ballots will begin **no earlier than January 29, 2026 and no later than February 5, 2026** [F.S. 101.62(4)(b)].
- e. After the initial mailings, ballots will be mailed as requests are received. The deadline to request a ballot be mailed is **5:00 p.m. February 26, 2026**; twelve days prior to the election. [F.S. 101.62]
- f. The City/Town will provide voting assistance in assisted living facilities and nursing homes, if requested, per F.S. 101.655.
- g. Duplicate and test ballots will be printed by the Supervisor; the Supervisor will bill the City/Town 38 cents per ballot card.

### **LEGAL NOTICES (Ashley McKnight-Taylor – 453-7553)**

- a. The City/Town is responsible for ALL legal notices required by State Statute and by City/Town Charter/Ordinance, with the exception of the County Canvassing Board Meeting/Testing Schedule.
- b. The Supervisor will publish the County Canvassing Board Meeting/Testing Schedule at no cost to the City/Town.
- c. The Supervisor will provide the City/Town a County Canvassing Board Meeting/Testing Schedule, Polling Place List, Polling Place Changes list and Sample Ballot.

### **TESTING THE BALLOT COUNTING EQUIPMENT (David Wise – 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 (Ashley McKnight-Taylor – 453-7553)**

- a. **The Supervisor will publish the Canvassing Board Meeting/Testing Schedule at no cost to the City/Town.**
- b. All Canvassing Board Meetings will take place at the Election Service Center, 13001 Starkey Rd., Largo.
- c. A Canvassing Board Schedule will be emailed to the City/Town Clerk as part of this contract.
  - i. The Canvassing Board/testing schedule reflects ALL possible meeting days.
  - ii. 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.gov).

### **CANVASSING MAIL BALLOTS (Carriane McQuay – 464-5723)**

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. 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.gov).

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### **PROVISIONAL BALLOTS (Carriane McQuay – 464-5723)**

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., March 12, 2026** [F.S. 101.048]. All provisional ballots will be canvassed at the Election Service Center.

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

- a. Election Day poll watcher designations must be submitted to the City/Town by **NOON, February 24, 2026** (Prior to noon on the second Tuesday preceding Election Day [F.S. 101.131(2)]). The City/Town will email all poll watcher designation forms (DS-DE 125) to Wendy Grimes at **WGrimes@VotePinellas.gov by 5:00 p.m. Wednesday, February 25, 2026** and the Supervisor will verify whether they are Pinellas County registered voters.
- b. The Supervisor will furnish a list of approved poll watchers to the City/Town **by 5:00 p.m. March 3, 2026** (on or before the Tuesday before Election Day [F.S. 101.131(2)]).
- c. Each poll watcher must wear an identification badge while performing his or her duties [F.S. 101.131(5)].
- d. Poll watchers shall produce identification to the precinct clerk upon entering the polling place (this information will be verified against a list of designated poll watchers compiled prior to election day).
- e. The Supervisor of Elections shall provide to each designated poll watcher an identification badge that identifies the poll watcher by name at the polling place.

### **OVER-THE-COUNTER BALLOT PICKUP AND DROP-OFF (Marisa Crispell – 464-6108)**

- a. In-office ballot pickup and drop-off will be available in each Supervisor of Elections Office, Monday through Friday from 8:00 am until 5:00 pm (no holidays/weekends) beginning 45 days prior to the date of the election.
- b. The City/Town, pursuant to F.S. 101.657(1)(e), has opted out of conducting early voting.

### **VOTING EQUIPMENT AND SUPPLIES (Byron Green – 464-6109)**

- a. The Supervisor will contract with a moving company to transport the voting equipment and supplies to and from polling locations. Cost is the responsibility of the City/Town and will be billed by the Supervisor.
- b. Supplies not transported by the moving company will be picked up by the precinct clerks after Clerks' Class at the Election Service Center.
- c. The Supervisor will contract to have paper precinct registers for Election Day **printed** by a vendor and will bill the City/Town. These paper precinct registers are a "back-up system" to the electronic poll book system and will be included in the polling place supplies sent to each polling place.

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### **POLL WORKERS (Byron Green – 464-6110)**

- a. The Supervisor will recruit, assign, train, and compensate ALL poll workers. The city/town will be invoiced for these costs and reimburse the Supervisor.
- b. A Deputy Sheriff will deputize the poll deputies.
- c. Poll workers that are unable to work Election Day but attended class(es) will **not** be compensated for class attended (amount varies by position).

<b>Poll Worker Pay Rates</b>	
Precinct Clerk	\$310 + \$30 for classes (2) + \$15 Equipment Setup = <b>\$355</b>
Assistant Clerk	\$260 + \$20 for class (1) + \$15 Equipment Setup = <b>\$295</b>
Machine Manager	\$240 + \$10 per class (1) + \$15 Equipment Setup + \$10 EM Return Site = <b>\$275</b>
Voting Equip. Support	\$240 + \$15 per class (1) + \$15 Equipment Setup = <b>\$270</b>
Assist. Machine Manager	\$240 + \$10 per class (1) = <b>\$250</b>
Inspector	\$230 + \$10 per class (1) = <b>\$240</b>
Precinct Deputy	\$230 + \$10 per class (1) = <b>\$240</b>

### **POLLING PLACES (Byron Green – 464-6110)**

- a. The Supervisor will select, contract with and compensate polling places [F.S. 101.715].
- b. The Supervisor will pay polling places and bill the City/Town.
- c. The Supervisor will give each Precinct Clerk a cell phone to use Election Day.
- d. If polling place changes are needed, the Supervisor will notify the City/Town in writing, listing the precincts and polling location changes by **5:00 p.m., Friday, February 6, 2026** (at least 30 days prior to the election).

### **POLLING PLACE CHANGE NOTICES (David Wise/Nicole Sokolowski – 464-4958)**

- a. If notices are needed, the Supervisor will provide the names and addresses of the affected voters to the vendor; **one per household, unless otherwise indicated by the city/town**. Notices must be mailed by **February 24, 2026** (at least 14 days prior to the election).
- b. The City/Town is responsible for costs associated with notice printing and mailing. The Supervisor will be responsible for the notice design, arrangements with the vendor for printing/mailing, proofing live samples of the household address, precinct number and polling place information.
- c. The City/Town is responsible for publishing any polling place changes in a newspaper of general circulation [F.S. 101.71(2)].

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### **ELECTION NIGHT PROCEDURES (Dustin Chase – 464-4988)**

- a. The Supervisor will have unofficial election results modemed from the polling places to the Election Service Center.
- b. The Supervisor will have the precinct scanner memory sticks, voted precinct and provisional ballots, and election supplies transported to the Election Service Center.
- c. Results will be released throughout the night and posted to the Supervisor's website (VotePinellas.gov). The Supervisor will provide unofficial results on election night.
- d. 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. It is the responsibility of the City/Town to communicate this information to their candidates.

### **AFTER ELECTION DAY (Ashley McKnight-Taylor – 453-7553)**

- a. 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].
- b. 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.
- c. The County Canvassing Board will conduct a post-election automated 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 and at each election office. The Supervisor will post the final post-election audit report to the Supervisor's website.
- d. Election materials will remain sealed at the Election Service Center for ten days after certification of the election. The City/Town will be notified when all election materials are ready to be picked up.

### **DATA ORDERS (David Wise/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.gov](mailto:SOEIT@VotePinellas.gov).

### **VOTER HISTORY (David Wise/Nicole Sokolowski – 464-4958)**

When voter history is completed, the City/Town may download the current voter registration file at VotePinellas.gov, which includes voter history for this and any past elections.

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

- a. In addition to specific costs noted in this contract, the City/Town will pay an administration fee of 40 cents per registered voter; the minimum charge is \$400.
- b. The City/Town will be provided an invoice based on election cost estimates. Payment must be received no later than **5:00 p.m., December 10, 2025**. 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.

By affixing their signatures hereto, the parties acknowledge each to the other that they have full authority to enter this Contract.

#### APPROVED:



OFFICE OF THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS

Print name: Dustin Chase

Title: Deputy Supervisor

Date: 12-5-2025

#### APPROVED:



☒ CITY/TOWN MANAGER ☐ MUNICIPAL CLERK

Print name: Clint Bell

Date: 11/25/25

#### APPROVED AS TO FORM:



OFFICE OF THE PINELLAS COUNTY ATTORNEY

Print name: Jewel White

Title: County Attorney

Date: 12-3-25

#### REVIEWED AND APPROVED:



CITY/TOWN ATTORNEY

Print name: Thomas J. Trask

Date: 11/25/2025

#### ATTEST TO:



☐ OFFICE OF THE CITY OF MADEIRA BEACH

Print name: Clara VanBargen

Title: City Clerk

Date: 11/25/2025