



**JOINT ELECTION AGREEMENT
FOR
GENERAL ELECTION for LOCAL SUBDIVISIONS (including SCHOOLS)**

This contract is made and entered into this the 20 day of January, 2025, by and between City of Ponderville hereinafter referred to as "the Entity," and Rachel Walker Election Administrator of Grimes County, Texas. All contracting entities agree that elections referenced in this contract include elections scheduled for May 3, 2025, as well as any resulting runoffs. All election date references include early voting dates.

For the purpose of the above-mentioned Joint Election Agreement, the Entity agrees to utilize Early Voting and Election Day voting locations identified by Grimes County and the Elections Department.

Now, therefore it is agreed that a joint election will be held by the Entity and Grimes County under the following terms and conditions:

- 1) The Entity will contract with the Elections Administrator of Grimes County ("the Contracting Officer") to perform various responsibilities for voters residing in Grimes County to include election staffing for Early Voting, Election Day, Tabulation, and Ballot related duties in connection with the election on behalf of each of the entities participating in the election ("the Entities").
- 2) Except as provided herein, each Entity agrees to share the cost of the election based on the percentage of registered voters within their district or city limits. Including, but not limited to, Early Voting and Election Day polling locations, to include staffing, supplies, equipment, and other related cost as well as the expense of ballot production, programming, shipment, and equipment predefinition.
- 3) The Entity agrees that the Elections Administrator is the responsible party for determining election staff, polling locations, and possible consolidation of said polling locations for the Joint Election being held.
- 4) If one of the Entities cancels its election, the remaining Entities holding an election will be responsible for all election costs incurred in the Joint Election.
- 5) The Entity will identify a person(s) (limit of 2) to be the point of contact for the Contracting Officer. This person(s) will address concerns, follow up and questions from/for the Contracting Officer. Said person(s) will also serve as the point of contact to receive and then distribute the Joint Election results on Election Day. The Entity agrees that no other staff members will be given results or directed questions.

The Contracting Officer shall be responsible for performing the following duties in relation to the Joint Election for Local Subdivisions:

- 1) Contact owners or custodians of designated polling locations to arrange use in the Joint Election.
- 2) Procure and distribute all necessary election supplies: required documents, maps, supplies needed to operate the election, equipment, signs, and ballots.
- 3) Procure and prepare all necessary equipment for the election including:
 - Know Ink iPad for Voter Check In.
 - Verity Duo: Voting Booth & Ballot Scanner, and
 - Controller: Election Judges operating booth.
- 4) Serve as the early voting clerk and provide deputy voting clerks to assist with early voting.
- 5) Arrange, notify, and host training classes for all election staff working in said Joint Election.
- 6) Arrange for use of Central Counting Station, Early Voting Ballot Board, including the Ballot By Mail team.
- 7) Publish all required notices of Logic and Accuracy Testing and Election notices, as required by the Secretary of State posted guidelines.
- 8) Assist in the general supervision of the election and provide advisory services as requested by the Entity.

Whereas, upon agreement of the above stated terms of the contract for the Joint Election the Entity, agrees to the following conditions regarding election costs and billing:

- 1) The Entity *agrees to provide payment in full*, upon receipt of the final invoice and cost breakdown within **90 days of receipt**.
- 2) The Entity agrees to receive the receipt and any additional cost evidence via email statement at the email address provided to the Contracting Officer by the entity.
- 3) The Entity agrees that contract costs will include a **10% administrative fee** to be paid directly to Grimes County-Elections Administration for administration and oversight of the Joint Election.
- 4) Should the Entity request an early voting location that is not a regularly used location for early voting purposes, the Entity agrees to procure and schedule eligible staff (must be Grimes County registered voter(s)) and to pay for all staffing, rental and any other related costs for the early voting period unless otherwise agreed on by the Contracting Officer.

The Contracting Officer agrees to provide the following:

- 1) Immediate notice to all parties involved should any change in costs result in a higher rate of 5% or more of all costs related to the elections being held in the current contract year.
- 2) Notice of Ballot drafts- schedule and review ballot drafts prior to ballot printing or programming with each entity participating in the joint election. (Said review may occur via electronic correspondence or, at the request of the entity, in person.)

In the event of an emergency or severe circumstance such as a natural disaster, weather related emergencies, pandemic or health related occurrences that could affect Grimes County, its voters, and employees- Grimes County reserves the right to terminate the participation of its personnel in the election. In such case, the County will provide all the necessary tools, equipment, and materials for the Entity to host an election, but will not be responsible for staffing or administering said election. Any such determination will be made by the Contracting Officer, in its sole discretion, with the input of the Texas Secretary of State.

The parties hereto acknowledge that the Contracting Officer may enter a separate elections' services contract with another political subdivision for any election conducted on the same day.

APPROVED by the following parties, also identified as the participants of said election:

Karen Hale
Signature

1-20-25
Date

City of Plandeme
Political Subdivision

[Signature]
Signature

December 6, 2024
Date

Grimes County Elections Administrator

