

**AGREEMENT TO CONDUCT ELECTION
RAPID CITY FINANCE OFFICE and Pennington County**

This agreement is entered into between RAPID CITY FINANCE OFFICE, hereinafter referred to as the "City", and Pennington County, hereinafter referred to as the "County", both governmental subdivisions of the State of South Dakota, for the purpose of conducting an election as provided under the provisions of SDCL 13-7-10.3 and 12-2-5.

The acting Board of the RAPID CITY FINANCE OFFICE approved agreement between the City and the Pennington County Auditor's office to conduct its municipal election at its regular meeting held on ____ / ____ / ____ (fill in date). Both entities are in agreement that the Pennington County Auditor's Office will conduct said election in those precincts for the areas of the RAPID CITY FINANCE OFFICE located in Pennington County. The City authorizes the staff of the Pennington County Auditor's Office to handle and tabulate the City ballots in those precincts and to forward the returns to the Assistant Finance Officer.

EFFECTIVE DATE: This agreement shall become effective on the date that all parties have signed the agreement.

PURPOSE: It is the purpose of this agreement for the parties to conduct their individually required elections in one combined election conducted by the Pennington County Auditor. The election will be held on *June 4, 2013*, which is the date set forth by SDCL 9-13-1 for a combined election of municipal and school elections. If necessitated, the Secondary (RunOff) Election to be held on *June 25, 2013*.

COST SHARING: The parties to this agreement shall share the costs outlined in A., B., and C. as set forth herein or a minimum of \$250, whichever is more:

A. The City shall initiate, publish and pay for its own required notices. SDCL 9-13-6 or 9-13-40 & 5:02:04:06; 13-7-5 & 5:02:04:14 and/or 13-7-10.2:

1. Notice of Vacancies/Time & Place of Election (twice).

B. The County shall initiate and publish the following required notices with costs shared between entities:

1. Notice of Voter Registration Deadline (twice) 5:02:04:04;
2. Deadline for Filing Nominating Petition 5:02:04:17;
3. Notice of Election (twice) 5:02:04:08;
4. Facsimile Ballot;
5. Notice of Testing of Automated Voting Equipment 5:02:09:01.01;
6. Notice of Secondary (Runoff) Election 5:02:04:13 and ballot 5:02:04:19.

- C. The County shall layout the ballot from the information provided by the City. The City shall provide a Certificate of Ballot certifying offices, terms, spelling of candidate names, and language to be placed on the ballot.
- D. The City agrees to reimburse the County on a cost-share basis for the costs of precinct boards, absentee costs, ballot stock, layout and programming, printing, supplies, postage not included in absentee costs, rent, publications as stated in Section A1 above, temporary and/or full time staff, and to include a 15% administrative fee.

ABSENTEE/EARLY BALLOTS: Absentee/Early Ballots shall be available at the Office of the County Auditor for voters in the precincts in Pennington County who wish to vote absentee or early. Absentee costs including postage and forms will be assessed on a cost per absentee voter per district basis.

RUN-OFF ELECTION AND/OR RECOUNT: All costs for a run-off election will be borne fully by the entity requiring a run-off and will include Auditor's and staff wages. All costs for a recount will be borne fully by the entity requiring a recount and will include Auditor's and staff wages.

RECORDS RETENTION AND DESTRUCTION: Pennington County shall maintain official election records as required for municipal elections for ninety days.

CANVASSING OF THE VOTE: The County shall forward copies of the precinct-by-precinct Unofficial Returns the day after the Election. Unofficial Returns will be available the night of the election. Provisional ballots are not evaluated or counted until the day the Provisional Ballot Counting Board meets which is scheduled for Wednesday, June 5, 2013. After which meeting, the Auditor will provide Official Returns. Each entity shall perform its own official canvass.

Dated this ____ day of _____, 2013 in Rapid City, South Dakota.

(SEAL)

Julie A. Pearson, Auditor
Pennington County

Dated this ____ day of _____, 2013 in _____, South Dakota.

Officer
(SEAL)

PAULINE SUMPTION, Assistant Finance

RAPID CITY FINANCE OFFICE
300 6TH ST
RAPID CITY, SD 57701