



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		3/17/2015		
Department:		City Secretary's Office		
Department Head		Lisa Henderson		
Agenda Coordinator (include phone #): Lisa Henderson x 7551				
CAPTION				
<p>A contract made and entered into by and between the City of Plano, the Board of Trustees of the Plano Independent School District, and Sharon Rowe, the Elections Administrator of Collin County, Texas, pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, regarding the coordination, supervision, and running of the City's May 9, 2015 Joint General Election in the amount of \$31,588.</p>				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 2014-15	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	210,000	0	210,000
Encumbered/Expended Amount	0	0	0	0
This Item	0	-31,588	0	-31,588
BALANCE	0	178,412	0	178,412
FUND(S): GENERAL FUND				
<p>COMMENTS: This item, in the amount of \$31,588, is included in the approved Budget. The remaining balance of \$178,412 will be used for other election costs.</p> <p>STRATEGIC PLAN GOAL: Partnering with Collin County to provide for city elections to Plano residents of Collin County relates to the City's goals of Financially Strong City with Service Excellence and Partnering for Community Benefit.</p>				
SUMMARY OF ITEM				
To approve a contract with the Collin County Election Administrator for the City of Plano General Election on May 9, 2015.				
List of Supporting Documents: Contract			Other Departments, Boards, Commissions or Agencies	

May 9, 2015
Joint General & Special Election
Contract for Election Services
City of Plano/Plano ISD

May 9, 2015
Joint General & Special Election

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**THE STATE OF TEXAS
COUNTY OF COLLIN
CITY – SCHOOL PLANO**

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**CONTRACT FOR
ELECTION SERVICES**

BY THE TERMS OF THIS CONTRACT made and entered into by and between the CITY OF PLANO, hereinafter referred to as the "CITY," and the BOARD OF TRUSTEES OF THE PLANO INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as the "SCHOOL DISTRICT," and SHARON ROWE, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City and School District's May 9, 2015 Joint General & Special Election and a City Runoff Election, if necessary, on June 13, 2015. An additional cost estimate, early voting calendar, and Election Day polling place schedule will be prepared should a Runoff Election be necessary.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Counting Station and judge of the Early Voting Ballot Board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The recommendations of the City and the School District will be the accepted guidelines for the number of clerks secured to work in each Vote Center. The presiding election judge of each Vote Center, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. The Contracting Officer

will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the Ballot Board. Election judges shall be secured by the Contracting Officer with the approval of the City and the School District.

- b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar); calendar will be provided.
- c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.
- d. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$12.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

- a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.
- b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the Central Counting Station.
- c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), transfer cases, voting signs and election supply cabinets.

2. Supplies include smart cards, sample ballots, provisional forms, maps, labels, pens, tape, markers, etc.

C. The Contracting Officer, Sharon Rowe, shall be appointed the Early Voting Clerk by the City and the School District.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the City and School District's May 9, 2015, Joint General & Special Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract.

c. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, Plano, Texas 75069.

1. Application for mail ballots erroneously mailed to the City or School District shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed by the Contracting Officer.

D. The Contracting Officer shall arrange for the use of all Election Day Vote Centers. The City and School District shall assume the responsibility of remitting the cost of all employee services required to provide access, provide security or provide custodial services for the Vote Centers. The Election Day Vote Centers are listed in Exhibit "B", attached and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Sharon Rowe. The Tabulation Supervisor shall be Patty Seals.

a. The Tabulation Supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.

c. Election night reports will be available to the City and School District at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.

d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City and School District as soon as possible after all returns have been tallied.

e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.

1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.

2. The City and School District can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City or School District does not request the lists, the Contracting Officer shall destroy them.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the City and School District in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

II. DUTIES AND SERVICES OF THE CITY AND SCHOOL DISTRICT. The City and School District shall assume the following responsibilities:

A. The City and School District shall prepare the election orders, resolutions, notices, official canvass and other pertinent documents for adoption by the appropriate office or body. The City and School District assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The City and School District shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic (shape file preferred) or printed format as soon as possible but no later than Friday, March 6, 2015.

C. The City and School District shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. The City and School District shall deliver to the Contracting Officer as soon as possible, but no later than 5:00 PM Wednesday, March 4, 2015, the official wording for the City and School District's May 9, 2015, Joint General & Special Election.

b. The City and School District shall approve the "blue line" ballot format prior to the final printing.

D. The City and School District shall post the publication of election notice by the proper methods with the proper media.

E. The City and School District shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.

F. The City and School District shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, April 10, 2015. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury
Attn: Treasury Department
2300 Bloomdale Rd. #3138
McKinney, Texas 75071**

Made payable to: "Collin County Treasury" with the note "for election services" included with check documentation.

G. The City and School District shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

III. COST OF SERVICES. See Exhibit "C."

IV. JOINT ELECTION AGREEMENT. See Exhibit "D".

V. GENERAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City and School District's May 9, 2015, Joint General & Special Election is to be filed or the place

at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City and School District.

C. If the City and/or School District cancel their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 9, 2015, Joint General & Special Election. All actual shared cost incurred in the conduct of the election will be divided by the actual number of entities contracting with the Contracting Officer **and** holding a May 9, 2015, Joint General & Special Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2015.

Sharon Rowe
Elections Administrator
Collin County, Texas

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2015.

By: _____
Bruce D. Glasscock, City Manager
City of Plano

Attest: _____
Lisa Henderson, City Secretary
City of Plano

Approved as to Form

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2015.

By: _____
Steve Fortenberry, Interim Superintendent
Plano Independent School District

Attest: _____
Nancy Humphrey, Board President
Plano Independent School District

**MAY 9, 2015
JOINT GENERAL & SPECIAL ELECTION**

**Early Voting Locations and Hours
City of Plano & PISD***

Polling Place		Address		City		
Collin County Election Office (Main Early Voting Location)		2010 Redbud Blvd., #102		McKinney		
Carpenter Park Recreation Center		6701 Coit Road		Plano		
Christopher A. Parr Library		6200 Windhaven Pkwy.		Plano		
Collin College-Spring Creek		2800 E. Spring Creek Pkwy.		Plano		
Haggard Library		2501 Coit Road		Plano		
Harrington Library		1501 18 th Street		Plano		
Maribelle M. Davis Library		7501-B Independence Pkwy.		Plano		
Murphy Municipal Complex		206 N. Murphy Road		Murphy (No Cost to City)		
Plano ISD Administration Center		2700 W. 15 th Street		Plano		
Renner Frankford Branch Library		6400 Frankford Road		Dallas (No Cost to City)		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April 26</i>	<i>April 27</i>	<i>April 28</i>	<i>April 29</i>	<i>April 30</i>	<i>May 1</i>	<i>May 2</i>
	8am – 5pm	8am – 5pm	8am – 5pm	8am - 7pm	8am - 5pm	8am - 5pm
<i>May 3</i>	<i>May 4</i>	<i>May 5</i>	<i>May 6</i>	<i>May 7</i>	<i>May 8</i>	<i>May 9</i>
	7am – 7pm	7am – 7pm				7am – 7pm Election Day

* City and School District voters may vote at any of the additional Early Voting locations open under full contract services with the Collin County Elections Administration.

**MAY 9, 2015
JOINT GENERAL & SPECIAL ELECTION**

Election Day Vote Centers – City of Plano & PISD*

Precincts	Location	Address	City
“VOTE CENTERS”	Armstrong Middle School	3805 Timberline Drive	Plano
“VOTE CENTERS”	Bethany Elementary School	2418 Micarta Drive	Plano
“VOTE CENTERS”	Bowman Middle School	2501 Jupiter Road	Plano
“VOTE CENTERS”	Carpenter Middle School	3905 Ranier Road	Plano
“VOTE CENTERS”	Christopher A. Parr Library	6200 Windhaven Pkwy.	Plano
“VOTE CENTERS”	Haggard Middle School	2832 Parkhaven Drive	Plano
“VOTE CENTERS”	Hendrick Middle School	7400 Red River Drive	Plano
“VOTE CENTERS”	Robinson Middle School	6701 Preston Meadow Dr.	Plano
“VOTE CENTERS”	Schimelpfenig Middle School	2400 Maumelle Drive	Plano
“VOTE CENTERS”	Shepton High School	5505 Plano Parkway	Plano
“VOTE CENTERS”	Tom Muehlenbeck Recreation Center	5801 W. Parker Road	Plano
“VOTE CENTERS”	Wilson Middle School	1001 Custer Road	Plano

Election Day Vote Centers –PISD*

Precincts	Location	Address	City
“VOTE CENTERS”	Aldridge Elementary School	720 Pleasant Valley Lane	Richardson
“VOTE CENTERS”	Miller Elementary School	5651 Coventry Drive	Richardson
“VOTE CENTERS”	Mitchell Elementary School	4223 Coventry Drive	Dallas
“VOTE CENTERS”	Murphy City Hall	206 N. Murphy Road	Murphy
“VOTE CENTERS”	Parker City Hall	5700 E. Parker Road	Parker
“VOTE CENTERS”	Renner Frankford Branch Library	6400 Frankford Road	Dallas

*City and school district voters may vote at any of the additional Election Day Vote Centers open under full contract services with the Collin County Elections Administration.

SUMMARY OF COSTS FOR CITY OF PLANO

SUPPLY COST	\$898.21
EQUIPMENT RENTAL COST	\$9,722.00
EARLY VOTING	\$10,017.00
ELECTION DAY	\$2,452.00
ADMINISTRATIVE EXPENSES	\$87.00
TABULATION/PROGRAMMING COSTS	\$721.59
CENTRALIZED COSTS	<u>\$4,818.00</u>
Total	\$28,715.80
10% Administrative Fee	<u>\$2,871.58</u>
Grand Total	\$31,587.38
90% Deposit due by 4/10/15	\$28,428.64

JOINT ELECTION AGREEMENT

between

The City Council of the City of Plano (the "City"), the Board of Trustees of the Plano Independent School District ("Plano ISD"), and the Board of Trustees of Collin County Community College District ("Collin College"), all of whom are governmental entities of the State of Texas, and are collectively referred to as "Parties," agree to holding a joint election and to allocate expenses for the joint election under the following terms and conditions.

BY THE TERMS OF THIS AGREEMENT, the City, Plano ISD, and Collin College, do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election for the General Election and Special Election, should it be called, of the City and the General Election and Special Election, should it be called, of Plano ISD and the General Election and Special Election, should it be called, of Collin College to be held on Saturday, May 9, 2015. The entities have contracted with Collin County Elections Administrator ("Elections Administrator") to perform various duties and responsibilities on their behalf and to be charged expenses in accordance with the terms of this Agreement.

The City, Plano ISD, and Collin College shall divide equally the shared expenses applicable for the Early Voting locations at Carpenter Park Recreation Center, Christopher A. Parr Library, Collin College Spring Creek Campus, Haggard Library, Harrington Library, Maribelle M. Davis Library and Plano ISD Administration Center. The Plano ISD and Collin College shall divide equally the shared expenses applicable for the Early Voting locations at Murphy City Hall and Renner Frankford Branch Library. The City, Plano ISD and Collin College shall divide equally the shared expenses applicable for Election Day Vote Centers at Armstrong Middle School, Bethany Elementary School, Bowman Middle School, Carpenter Middle School, Christopher A. Parr Library, Haggard Middle School, Hendrick Middle School, Robinson Middle School, Schimelpfenig Middle School, Shepton High School, Tom Muehlenbeck Recreation Center and Wilson Middle School. The Plano ISD and Collin College shall divide equally the shared expenses applicable for the Election Day Vote Centers at Aldridge Elementary School, Miller Elementary School, Mitchell Elementary School, Murphy City Hall, Parker City Hall and Renner Frankford Branch Library. Expenses include polling location costs, election officials, supplies, ballots and any other and all necessary expenses for the election. Expenses unique to one entity shall be billed solely to that entity such as in the case of a runoff, recount, or other matter.

Tabulation and centralized costs shall be shared equally between the number of entities holding an election on May 9, 2015. An entity canceling an election pursuant to Section 2.053 of the Texas Election Code will not be liable for costs incurred by the Elections Administrator in conducting the May 9, 2015, Joint General and Special Election of the City, Plano ISD and Collin College; however, the entity will be liable only for the contract preparation fee of \$75.00.

APPROVED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS in its meeting held the _____ day of _____, 2015, and executed by its authorized representative.

By: _____
Bruce D. Glasscock, City Manager
City of Plano

Attest: _____
Lisa Henderson, City Secretary
City of Plano

Approved as to form: _____
Paige Mims, City Attorney

APPROVED BY THE TRUSTEES OF THE PLANO INDEPENDENT SCHOOL DISTRICT in its meeting held the _____ day of _____, 2015, and executed by its authorized representative.

By: _____
Steve Fortenberry, Interim Superintendent
Plano Independent School District

Attest: _____
Nancy Humphrey, Board President
Plano Independent School District

APPROVED BY THE TRUSTEES OF THE COLLIN COUNTY COMMUNITY COLLEGE DISTRICT in its meeting held the _____ day of _____, 2015, and executed by its authorized representative.

By: _____
Dr. Colleen A. Smith,
Interim District President

Attest: _____
Kim Davison, District Vice President
of Organizational and Systems
Effectiveness