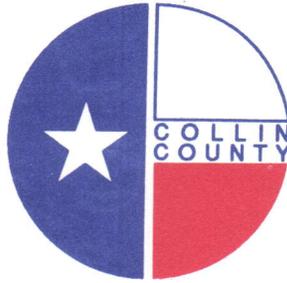




# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		05/28/13		
Department:		City Secretary's Office		
Department Head		Diane Zucco		
Agenda Coordinator (include phone #): <b>Alice Snyder, Ext. 7515</b>				
<b>CAPTION</b>				
<p>A contract made and entered into by and between the City of Plano 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 June 15, 2013 Runoff Election in the estimated amount of \$49,071.</p>				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: <b>2012-13</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	0	49,071	0	<b>49,071</b>
Encumbered/Expended Amount	0	0	0	<b>0</b>
This Item	0	-49,071		<b>-49,071</b>
BALANCE	0	0	0	<b>0</b>
<b>FUND(S):    GENERAL FUND</b>				
<p><b>COMMENTS:</b> This item is for a contract with the Elections Administrator of Collin County, Texas, regarding the coordination, supervision, and running of the City's June 15, 2013 Runoff Election in the estimated amount of \$49,071. There is a companion supplemental appropriation agenda item in the same amount, \$49,071.</p> <p><b>STRATEGIC PLAN GOAL:</b> Contracting with the Elections Administrator of Collin County for a Runoff Election relates to the City's goal of Financially Strong City with Service Excellence.</p>				
<b>SUMMARY OF ITEM</b>				
<p>To approve a contract with the Collin County Elections Administrator for the City of Plano Runoff Election to be held on June 15, 2013. Whereas no one person in Place 8 received a majority of votes cast in the General Election held on May 11, 2013, this contract with the Collin County Elections Administrator for the City of Plano will allow the City to conduct a Runoff Election.</p>				
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies	
Runoff Election Contract				

**Sharon Rowe, CERA  
Elections Administrator**



2010 Redbud Blvd. Ste 102  
McKinney, Texas 75069  
972-547-1990 / 800-687-8546  
972-424-1460 Ext 1990 Metro  
Fax 972-547-1914

DATE: May 20, 2013  
TO: Di Zucco, City Secretary – City of Plano  
FROM: Sharon Rowe, Elections Administrator  
RE: Contract for Election Services for June 15, 2013, Runoff Election

As referenced in the terms of the original contract for services between the City of Plano and the Collin County Elections Administrator, attached are the Early Voting Schedule and Locations, Election Day Polling Locations and cost of services for the City's Runoff Election to be held on June 15, 2013. The duties of the contracting officer and of the City will mirror those included in the original agreement with regard to coordination, supervision and running of the election.

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Sharon Rowe, CERA  
Elections Administrator  
Collin County

Exhibit "A"

**JUNE 15, 2013, RUNOFF ELECTION  
City of Plano\***

**Early Voting Locations and Hours**

<b>COLLIN COUNTY Main Early Voting Location</b>		
Collin County Elections Office	2010 Redbud Boulevard Suite 102	McKinney, TX 75069
<b>COLLIN COUNTY Temporary Branch Early Voting Locations</b>		
Carpenter Park Recreation Center	6701 Coit Road	Plano, TX 75024
Christopher A. Parr Library	6200 Windhaven Parkway	Plano, TX 75093
Collin College - Spring Creek Campus	2800 E. Spring Creek Parkway	Plano, TX 75074
Collin College – Preston Ridge Campus	9700 Wade Boulevard	Frisco, TX 75035
Maribelle M. Davis Library	7501-B Independence Parkway	Plano, TX 75025
Haggard Library	2501 Coit Road	Plano, TX 75075
Harrington Library	1501 18 <sup>th</sup> Street	Plano, TX 75074
Plano Independent School District Administration Center	2700 West 15 <sup>th</sup> Street	Plano, TX 75075

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

Exhibit “B”

**JUNE 15, 2013, RUNOFF ELECTION  
City of Plano**

**Election Day Polling Locations**

<b>COLLIN COUNTY ELECTION PRECINCTS</b>	<b>POLLING PLACE</b>
52, 61, 68, 103 and 141;	Armstrong Middle School - 3805 Timberline Drive, Plano, TX 75074
34, 107, 119, 121, 135, 139 and 197;	Bethany Elementary School - 2418 Micarta Drive, Plano, TX 75025
23, 46, 47, 50, 51, 152 and 158;	Bowman Middle School -2501 Jupiter Road, Plano, TX 75074
21, 54, 62 and 66;	Carpenter Middle School – 3905 Rainier Road, Plano, TX 75023
109 and 123;	Christopher A. Parr Library - 6200 Windhaven Parkway, Plano, TX 75093
15, 19, 53, 65, 70 and 71;	Haggard Middle School - 2832 Parkhaven Drive, Plano, TX 75075
58, 77 and 91;	Hendrick Middle School - 7400 Red River Drive, Plano, TX 75025
31, 32, 63 and 76;	Hughston Elementary School - 2601 Cross Bend Road, Plano, TX 75023
14, 81, 86, 89, 108, 112, 124 and 167;	Robinson Middle School - 6701 Preston Meadow Drive, Plano, TX 75024
64 and 69;	Schimelpfenig Middle School - 2400 Maumelle Drive, Plano, TX 75023
28, 75, 105 and 143;	Shepton High School - 5505 Plano Parkway, Plano, TX 75093
39 and 85;	Thomas Elementary School - 1800 Montana Trail, Plano, TX 75023
90, 116, 137 and 176;	Tom Muehlenbeck Recreation Center – 5801 West Parker Road, Plano, TX 75093
26, 49, 67, 72 and 138.	Wilson Middle School - 1001 Custer Road, Plano, TX 75075
<b>DENTON COUNTY ELECTION PRECINCTS</b>	<b>POLLING PLACE</b>
2020	Christopher A. Parr Library - 6200 Windhaven Parkway, Plano, TX 75093

## SUMMARY OF COSTS FOR CITY OF PLANO RUNOFF

<b>SUPPLY COST</b>	\$732.43
<b>EQUIPMENT RENTAL COST</b>	\$11,599.00
<b>EARLY VOTING</b>	\$12,916.00
<b>ELECTION DAY</b>	\$3,171.00
<b>ADMINISTRATIVE EXPENSES</b>	\$112.50
<b>TABULATION/CENTRALIZED COSTS</b>	<u>\$16,079.17</u>
Total	\$44,610.10
10% Administrative Fee	<u>\$4,461.01</u>
<b>Grand Total</b>	<b>\$49,071.11</b>
<b>90% Deposit Due 5/31/13</b>	<b>\$44,164.00</b>

**ESTIMATED CHARGES FOR CITY OF PLANO RUNOF**

June 15, 2013

**Exhibit "C"**

**SUPPLY COST**

Number of Early Voting Locations	8	8	
Number of Election Day Locations	14	14	
		<b>Units</b>	<b>Cost PCTY/CC</b>
EV Sample Ballots	\$0.0690 each	1100	\$75.90
Early Voting Mail Ballots	\$1.20 each	100	\$120.00
Precinct Ballot Setup	\$10.00 each	1	\$10.00
Precinct Ballots	\$0.1670 each	100	\$16.70
Early voting and election day kits	\$25.00 each	22	\$550.00
Central Counting kit and supplies	\$50.00 each	1	\$50.00
County Precinct Maps	\$12.00 each	22	\$264.00
Printer Labels	\$15.13 each	25	\$378.25
			<hr/>
Total			\$1,464.85
Number of Entities Sharing Costs			<hr/> 2
SubTotal			\$732.43
<b>Grand Total</b>	<b>\$732.43</b>		

**EQUIPMENT RENTAL COST**

Number of Early Voting Locations	8	8	
Number of Election Day Locations	14	14	
		<b>Units</b>	<b>Cost PCTY/CC</b>
Voting Machines	\$150.00 each	60	\$9,000.00
Transfer Cases	\$5.00 each	14	\$70.00
Metal Signs	\$1.00 each	44	\$44.00
Wood Signs	\$2.00 each	22	\$44.00
EV Security Cabinet	\$200.00 each	8	\$1,600.00
Early Voting Computer Cabinet	\$50.00 each	8	\$400.00
Drayage per Location	\$120.00 each	22	\$2,640.00
ED Security Cabinet	\$200.00 each	14	\$2,800.00
EV/ED Computers	\$300.00 each	22	\$6,600.00
			<hr/>
Total			\$23,198.00
Number of Entities Sharing Costs			<hr/> 2
SubTotal			\$11,599.00
<b>Grand Total</b>	<b>\$11,599.00</b>		

## EARLY VOTING

Number of Early Voting Locations	8	8	
Workers each location	3	3	
	<b>Units</b>	<b>Cost PCTY/CC</b>	
Mailed Ballot Kits	\$1.00 each	100	\$100.00
Postage for Ballots	\$0.88 each	50	\$44.00
Assemble EV Location	\$50.00 each	8	\$400.00
Total Judge Hours	\$12.00 hour	544	\$6,528.00
Overtime Judge Hours	\$18.00 hour	160	\$2,880.00
Total Alt. Judge & Clerk Hours	\$10.00 hour	1088	\$10,880.00
Overtime Alt. Judge & Clerk Hours	\$15.00 hour	320	\$4,800.00
Pickup & Delivery of Supplies	\$25.00 each	8	\$200.00
Total			\$25,832.00
Number of Entities Sharing Costs			<u>2</u>
SubTotal			\$12,916.00
<b>Grand Total</b>	<b>\$12,916.00</b>		

## ELECTION DAY

Number of Election Day Locations	14	14	
Workers each location	3	3	
	<b>Units</b>	<b>Cost PCTY/CC</b>	
Total Judge Hours	\$12.00 each	196	\$2,352.00
Total Alt. Judge & Clerk Hours	\$10.00 each	364	\$3,640.00
Pickup & Delivery of Supplies	\$25.00 each	14	\$350.00
Total			\$6,342.00
Number of Entities Sharing Costs			<u>2</u>
SubTotal			\$3,171.00
<b>Grand Total</b>	<b>\$3,171.00</b>		

## ADMINISTRATIVE EXPENSES

Number of Early Voting Locations	8	8	
Number of Election Day Locations	14	14	
	<b>Units</b>	<b>Cost PCTY/CC</b>	
Manual Recount Deposit	\$60.00 each	1	\$60.00
Process Pollworker Checks	\$1.50 each	66	\$99.00
Process Election Judge Notices	\$1.50 each	44	\$66.00
Total			\$225.00
Number of Entities Sharing Costs			<u>2</u>
SubTotal			\$112.50
<b>Grand Total</b>	<b>\$112.50</b>		

## TABULATION

Tabulation Network	\$4,000.00
Programming	\$2,050.00
Spanish Interpreter f/Audio Ballot	\$350.00
Notice of Inspection/Tabulation Test	<u>\$2,800.00</u>
Total	\$9,200.00
Number of Entities	<u>3</u>
Total Per Entity	\$3,066.67

## CENTRALIZED COSTS

Early Voting Ballot Board	\$1,000.00
Cost for Central Count Workers	\$500.00
FICA on Election Workers	\$3,500.00
Assemble EV Location	\$50.00
Early Voting Machines in McKinney (3)	\$450.00
Early Voting Personnel in McKinney	\$3,200.00
Early Voting Computer in McKinney	\$300.00
Printer Labels for Early Voting in McKinney	\$25.00
Warehouse Gas Mileage	\$500.00
Ballot Style Setup Fee & Delivery	\$400.00
County Overtime and Temporaries	\$14,000.00
FICA & Retirement for County Employees	<u>\$2,100.00</u>
Total	\$26,025.00
Number of Entities	<u>2</u>
Total Per Entity	\$13,012.50
<b>Total for Tabulation &amp; Centralized Costs</b>	<b>\$16,079.17</b>