

SPECIAL ELECTION SERVICES CONTRACT  
("Election Services Contract")

ELECTION SERVICES AGREEMENT

BETWEEN

THE COLLIN COUNTY ELECTIONS ADMINISTRATOR  
("Contracting Election Officer")

AND THE CITY OF MCKINNEY  
("Participating Political Subdivision")

FOR THE CONDUCT OF A SPECIAL ELECTION

TO BE HELD ON SATURDAY, JANUARY 15, 2022

TO BE ADMINISTERED BY THE COLLIN COUNTY ELECTIONS ADMINISTRATOR

1) ADMINISTRATION AND STATUTORY AUTHORITY

- a) Bruce Sherbet (“Bruce Sherbet”) is the duly appointed County Elections Administrator (“Elections Administrator”) of Collin County, Texas and the Department Head of the Collin County Elections Department. As such, Mr. Sherbet is the Election Administrator of Collin County, Texas and is authorized by Subchapter D of Chapter 31 of Title 3 of the Texas Election Code to enter into this Election Services Contract with the contracting authority of the Participating Political Subdivision.
- b) The contracting authority of the Participating Political Subdivision is hereby participating in the election to be held in Collin County, Texas on Saturday, January 15, 2022 and is hereby contracting with the Elections Administrator of Collin County, Texas to perform the election services set forth in this Election Services Contract under Subchapter D of Chapter 31 of Title 3 of the Texas Election Code.

2) DUTIES AND SERVICES OF THE CONTRACTING ELECTION OFFICER

- a) The Contracting Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
  - i) The Contracting Election Officer will prepare and publish the required Notice of Election and post the required orders and resolutions to the Collin County website.
  - ii) The Contracting Election Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Count Station and judge of the Early Voting Ballot Board.
  - iii) The Contracting Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The presiding election judge of each Vote Center, will use his/her discretion to determine when additional manpower is needed during peak voting hours.
  - iv) The Contracting Election Officer will determine the number of clerks to work in the Central Count Station and the number of clerks to work on the Ballot Board.
    - (1) Election judges shall attend the Contracting Election Officer’s school of instruction (Election Law Class); calendar will be provided.
    - (2) 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.
  - v) The Contracting Election Officer shall compensate each election judge and worker. Each judge shall receive \$14.00 per hour for services rendered, each alternate judge shall receive \$13.00 per hour for services rendered, and each clerk shall receive \$12.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.
- b) The Contracting Election Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.
  - i) The Contracting Election Officer shall secure election kits which include the legal documentation required to hold an election and all supplies.
  - ii) The Contracting Election Officer shall secure the tables, chairs, and legal documentation required to run the Central Count Station.
  - iii) The Contracting Election Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law.
  - iv) The Contracting Election 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 ExpressVote Universal voting machines, ExpressTouch curbside voting machines, ADA compliant headphones and keypads, DS200 ballot counters, voting signs and election supply cabinets.
  - (2) Supplies include paper ballot cards, Early Voting and Election Day supply kits, provisional ballot kits, security seals, pens, tape, markers, etc.
- 3) The Contracting Election Officer, Bruce Sherbet, shall be appointed the Deputy Early Voting Clerk.
  - a) The Contracting Election 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 Participating Political Subdivision shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this Election Services Contract.
  - c) All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, located at 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.
    - i) Applications for mail ballots erroneously mailed to the Participating Political Subdivision shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Election Officer for proper retention.
    - ii) All Federal Post Card Applications (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 counting 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.
- 4) The Contracting Election Officer shall arrange for the use of all Election Day Vote Centers.
  - a) The Participating Political Subdivision shall assume the responsibility of remitting their portion of cost of all employee services required to provide access, provide security or provide custodial services for the Vote Centers.
  - b) The Election Day Vote Centers are listed in Exhibit "B", attached and incorporated by reference into this Election Services Contract.
- 5) The Contracting Election Officer shall be responsible for establishing and operating the Central Count Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. The Central Count Station Manager shall be Bruce Sherbet. The Central Count Station Judge shall be Neal Katz. The Tabulation Supervisor shall be Brian Griesbach.
  - 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 Election Officer.
  - b) The Public Logic and Accuracy Test of the electronic voting system shall be conducted in accordance with Election Law. The required Notice of Logic and Accuracy testing will be posted by the Contracting Election Officer.
  - c) Election night reports will be available to the Participating Political Subdivision at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with state law.
  - d) The Contracting Election Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the Participating Political Subdivision as soon as possible after all returns have been tallied.

- e) The Contracting Election Officer shall be appointed the custodian of the voted ballots and shall retain all election materials for a period of 22 months.
    - i) Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
  - f) The Contracting Election Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivision in a timely manner. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201 of the aforementioned code.
- 6) DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISION.
- a) The Participating Political Subdivision shall assume the following duties:
    - i) The Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, and other documents required by, or of, their governing bodies. Each Participating Political Subdivision is required to send Collin County Elections Department a copy of any election order or resolution related to this Joint Election within three business days of publishing, adopting or ordering it.
    - ii) The Participating Political Subdivision shall provide the Contracting Election 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 Monday, November 15, 2021.
    - iii) The Participating Political Subdivision shall procure and provide the Contracting Election Officer with the ballot layout and Spanish interpretation in an electronic format.
      - (1) The Participating Political Subdivision shall deliver to the Contracting Election Officer as soon as possible, but no later than 5:00 PM Wednesday, November 17, 2021, the official wording for the Participating Political Subdivision’s January 15, 2022, Special Election.
      - (2) The Participating Political Subdivision shall approve the “blue line” ballot format within 24 hours of receiving the proof and prior to the final printing.
    - iv) The Participating Political Subdivision shall compensate the Contracting Election Officer for all associated cost including 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.
  - b) The Participating Political Subdivision shall pay the Contracting Election Officer 90% of the estimated cost to run the said election prior to Tuesday, November 30, 2021. The Contracting Election 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, 2300 Bloomdale Rd., #3138, McKinney, Texas 75071. Made payable to “Collin County Treasury” with a note “for election services” included with check documentation.
  - c) The Participating Political Subdivision 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. Additionally, all payments in excess of the final cost to perform the election will be refunded to the participating Political Subdivision.
  - d) COST OF SERVICES. See Exhibits “C”
  - e) GENERAL PROVISIONS

- i) Nothing contained in this Election Services Contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the Participating Political Subdivision's January 15, 2022, 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.
- ii) Upon request, the Contracting Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivision.
- iii) If the Participating Political Subdivision cancel their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75.00. Any Participating Political Subdivision canceling an election will not be liable for any further costs incurred by the Contracting Officer.
- iv) The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

**January 15, 2022**  
**City of McKinney Special Election**  
**Collin County Early Voting Locations, Dates and Hours**

| Polling Place                                 |                                     | Address                             |                                     | City                                |                                    |                                     |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| Collin County Elections - Main Voting Room    |                                     | 2010 Redbud Blvd, Ste. 102          |                                     | McKinney 75069                      |                                    |                                     |
| Gay Library - Meeting Room                    |                                     | 6861 W. Eldorado Pkwy               |                                     | McKinney 75070                      |                                    |                                     |
| McKinney Fire Station #5 - Community Room     |                                     | 6600 W Virginia Parkway             |                                     | McKinney 75070                      |                                    |                                     |
| McKinney Fire Station #9 - Community Room     |                                     | 4900 Summit View Dr.                |                                     | McKinney 75071                      |                                    |                                     |
| Old Settlers Recreation Center - North Lounge |                                     | 1201 E Louisiana St                 |                                     | McKinney 75069                      |                                    |                                     |
| Sunday  | Monday                              | Tuesday                             | Wednesday                           | Thursday                            | Friday                             | Saturday                            |
| 26-Dec  | 27-Dec                              | 28-Dec                              | 29-Dec<br>Early Voting<br>8am – 5pm | 30-Dec<br>Early Voting<br>8am – 5pm | 31-Dec<br>Holiday                  | Jan. 01                             |
| 2-Jan   | 3-Jan<br>Early Voting<br>8am – 5pm  | 4-Jan<br>Early Voting<br>8am – 5pm  | 5-Jan<br>Early Voting<br>8am – 5pm  | 6-Jan<br>Early Voting<br>8am – 5pm  | 7-Jan<br>Early Voting<br>8am – 5pm | 8-Jan<br>Early Voting<br>8am – 5pm  |
| 9-Jan   | 10-Jan<br>Early Voting<br>8am – 5pm | 11-Jan<br>Early Voting<br>8am – 5pm |                                     |                                     |                                    | 15-Jan<br>Election Day<br>7am – 7pm |

January 15, 2022

Exhibit "B"

**City of McKinney Special Election  
Election Day Vote Centers 7am - 7pm**

| <b>Polling Place</b>                          | <b>Address</b>             | <b>City</b>    |
|---|----------------------------|----------------|
| Collin County Elections - Main Voting Room    | 2010 Redbud Blvd, Ste. 102 | McKinney 75069 |
| Gay Library - Meeting Room                    | 6861 W. Eldorado Pkwy      | McKinney 75070 |
| McKinney Fire Station #5 - Community Room     | 6600 W Virginia Parkway    | McKinney 75070 |
| McKinney Fire Station #9 - Community Room     | 4900 Summit View Dr.       | McKinney 75071 |
| Old Settlers Recreation Center - North Lounge | 1201 E Louisiana St        | McKinney 75069 |

Collin County Election Services Estimate  
 City of McKinney Special Election

**City of McKinney**

|                   |         |
|-------------------|---------|
| Registered Voters | 117,652 |
| Percentage        | 100.00% |

| Category                                   | Estimated Polling Locations | Estimated Units or Description | Cost Per Unit | Estimated Entity Expenses |
|--|-----------------------------|--------------------------------|---------------|---------------------------|
| <b>Early Voting by Mail</b>                |                             |                                |               |                           |
| Kits - Mail Ballots                        | 0                           | 500                            | \$ 1.15       | \$ 575.00                 |
| Postage                                    | 0                           | 500                            | \$ 0.88       | \$ 440.00                 |
| Paper Ballot Printing Services             | 0                           | 0                              | \$ 0.31       | \$ -                      |
| Paper Ballot Shipping (per box)            | 0                           | 0                              | \$ 30.00      | \$ -                      |
| Ballot Stock - BOD                         | 0                           | 500                            | \$ 0.10       | \$ 50.00                  |
| Category Subtotal                          |                             |                                |               | \$ 1,065.00               |
| <b>General Election Expenses</b>           |                             |                                |               |                           |
| Mileage                                    | 0                           | 0                              | Per Election  | \$ 100.00                 |
| Van / Car Rental                           | 0                           | 0                              | Per Election  | \$ 3,000.00               |
| Election Night Receiving Cover             | 0                           | 0                              | Per Election  | \$ 2,800.00               |
| Polling Place Rental                       | 0                           | 0                              | Per Election  | \$ -                      |
| Notice of Election                         | 0                           | 0                              | Per Election  | \$ 7,000.00               |
| Security - EV                              | 0                           | 0                              | Per Election  | \$ -                      |
| Security - ED                              | 0                           | 0                              | Per Election  | \$ -                      |
| Early Voting Ballot Board                  | 0                           | 0                              | Per Election  | \$ 3,824.00               |
| FICA - Election Workers                    | 0                           | 48009                          | Per Election  | \$ 3,480.65               |
| County Employee/IT Overtime - EV           | 0                           | 0                              | Per Election  | \$ 18,845.37              |
| Process Pollworker Checks - EV             | 5                           | 25                             | \$ 1.50       | \$ 37.50                  |
| Process Pollworker Checks - ED             | 5                           | 25                             | \$ 1.50       | \$ 37.50                  |
| Process Election Judge Notices             | 10                          | 10                             | \$ 1.50       | \$ 15.00                  |
| Drayage Per Location - ED                  | 5                           | 10                             | \$ 180.00     | \$ 1,800.00               |
| Drayage Per Location - EV                  | 5                           | 10                             | \$ 180.00     | \$ 1,800.00               |
| Category Subtotal                          |                             |                                |               | \$ 42,740.03              |
| <b>Programming</b>                         |                             |                                |               |                           |
| Coding Servies                             | 0                           | 0                              | 25 Days       | \$ 12,000.00              |
| Balotar Programming                        | 0                           | 0                              | Per Election  | \$ 493.00                 |
| Category Subtotal                          |                             |                                |               | \$ 12,493.00              |
| <b>Early Voting by Personal Appearance</b> |                             |                                |               |                           |
| Election Judge OT - EV                     | 0                           | 0                              | \$ 21.00      | \$ 1,470.00               |
| Alternate Judge OT - EV                    | 0                           | 0                              | \$ 19.50      | \$ 1,365.00               |
| Clerk OT - EV (5 per location)             | 0                           | 0                              | \$ 18.00      | \$ 6,300.00               |
| ES&S Support Staff / Field Techs - EV      | 0                           | 0                              | 28 Days       | \$ 9,576.00               |
| Equipment Assembly - EV                    | 5                           | 5                              | \$ 50.00      | \$ 250.00                 |
| Category Subtotal                          |                             |                                |               | \$ 18,961.00              |
| <b>Election Day</b>                        |                             |                                |               |                           |
| ES&S Support Staff/Field Techs - ED        | 0                           | 0                              | 3 Days        | \$ 3,192.00               |
| Equipment Assembly - ED                    | 5                           | 5                              | \$ 50.00      | \$ 250.00                 |
| Category Subtotal                          |                             |                                |               | \$ 3,442.00               |
| <b>Tabulation</b>                          |                             |                                |               |                           |
| Election Night Vendor Support              | 0                           | 0                              | 5 Days        | \$ 12,000.00              |
| Notice of Inspection/Tabulation Test       | 0                           | 0                              | Per Election  | \$ 3,000.00               |
| Category Subtotal                          |                             |                                |               | \$ 15,000.00              |



**City of McKinney**

Registered Voters 117,652  
 Percentage 100.00%

| Category   | Estimated Polling Locations | Estimated Units or Description | Cost Per Unit | Estimated Entity Expenses |
|--|-----------------------------|--------------------------------|---------------|---------------------------|
| <b>Supply Cost</b>                               |                             |                                |               |                           |
| Ballots - Card Stock ExpressVote - EV            | 0                           | 16,433                         | \$ 0.32       | \$ 5,258.56               |
| Ballots - Card Stock ExpressVote - ED            | 0                           | 5,800                          | \$ 0.32       | \$ 1,856.00               |
| Test Ballots                                     |                             | 100                            | \$ 0.29       | \$ 29.00                  |
| Kits - ED  | 5                           | 10                             | \$ 51.00      | \$ 510.00                 |
| Kits - EV  | 5                           | 10                             | \$ 19.00      | \$ 190.00                 |
| Kits - Provisional EV                            | 5                           | 10                             | \$ 38.10      | \$ 381.00                 |
| Kits - Provisional ED                            | 5                           | 10                             | \$ 38.10      | \$ 381.00                 |
| Polling Place Maps - EV                          | 5                           | 5                              | \$ 25.00      | \$ 125.00                 |
| Polling Place Maps - ED                          | 5                           | 5                              | \$ 25.00      | \$ 125.00                 |
| Signs Metal (5 per location)                     | 10                          | 50                             | \$ 5.00       | \$ 250.00                 |
| Signs Wood                                       | 10                          | 10                             | \$ 2.00       | \$ 20.00                  |
| Ballot Card Stock - Provisional - EV (50 PL)     | 5                           | 250                            | \$ 0.14       | \$ 35.00                  |
| Ballot Card Stock - Provisional - ED (50 PL)     | 5                           | 250                            | \$ 0.14       | \$ 35.00                  |
| Ballots - Sample - EV (1 per location)           | 5                           | 5                              | \$ 0.29       | \$ 1.45                   |
| Ballots - Sample - ED (1 per location)           | 5                           | 5                              | \$ 0.29       | \$ 1.45                   |
| Ballots - Sample All Race - EV (50 per location) | 5                           | 250                            | \$ 0.87       | \$ 217.50                 |
| Ballots - Sample All Race - ED (50 per location) | 5                           | 250                            | \$ 0.87       | \$ 217.50                 |
| Printer Labels - EV (1 roll per location)        | 5                           | 5                              | \$ 5.00       | \$ 25.00                  |
| Printer Labels - ED (1 roll per location)        | 5                           | 5                              | \$ 5.00       | \$ 25.00                  |
| Category Subtotal                                |                             |                                |               | \$ 9,683.46               |
| <b>Equipment</b>                                 |                             |                                |               |                           |
| Cabinet Security - EV                            | 5                           | 10                             | \$ 200.00     | \$ 2,000.00               |
| Cabinet Security - ED                            | 5                           | 10                             | \$ 200.00     | \$ 2,000.00               |
| Computer Cabinet - EV                            | 5                           | 5                              | \$ 50.00      | \$ 250.00                 |
| DS200 Ballot Counter - EV                        | 5                           | 10                             | \$ 350.00     | \$ 3,500.00               |
| DS200 Ballot Counter - ED                        | 5                           | 10                             | \$ 350.00     | \$ 3,500.00               |
| ExpressVote - EV (9 per location)                | 5                           | 45                             | \$ 200.00     | \$ 9,000.00               |
| Express Vote - ED (9 per location)               | 5                           | 45                             | \$ 200.00     | \$ 9,000.00               |
| ExpressTouch - EV                                | 5                           | 5                              | \$ 200.00     | \$ 1,000.00               |
| ExpressTouch - ED                                | 5                           | 5                              | \$ 200.00     | \$ 1,000.00               |
| Category Subtotal                                |                             |                                |               | \$ 31,250.00              |
| <b>Personnel</b>                                 |                             |                                |               |                           |
| Election Judge - EV                              | 0                           | 0                              | \$ 14.00      | \$ 4,620.00               |
| Election Judge - ED                              | 0                           | 0                              | \$ 14.00      | \$ 980.00                 |
| Alternate Election Judge - EV                    | 0                           | 0                              | \$ 13.00      | \$ 4,290.00               |
| Alternate Election Judge - ED                    | 0                           | 0                              | \$ 13.00      | \$ 910.00                 |
| Clerk - EV (3 per location)                      | 0                           | 0                              | \$ 12.00      | \$ 19,800.00              |
| Clerk - ED (3 per location)                      | 0                           | 0                              | \$ 12.00      | \$ 4,200.00               |
| Judge Delivery - EV                              | 5                           | 5                              | \$ 25.00      | \$ 125.00                 |
| Judge Delivery - ED                              | 5                           | 5                              | \$ 25.00      | \$ 125.00                 |
| Category Subtotal                                |                             |                                |               | \$ 35,050.00              |
| <b>Election Expense</b>                          |                             |                                |               | <b>\$ 169,684.49</b>      |
| Cost   |                             |                                |               | \$ 169,684.49             |
| 10% Administrative Fee                           |                             |                                |               | \$ 16,968.45              |
| Total Cost                                       |                             |                                |               | \$ 186,652.94             |
| 90% Deposit Due by November 30, 2021             |                             |                                |               | \$ 167,987.64             |

WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
Bruce Sherbet, Elections Administrator  
Collin County, Texas

WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2021

By: \_\_\_\_\_  
Paul G. Grimes, City Manager  
City of McKinney

Attest: \_\_\_\_\_  
Empress Drane, City Secretary  
City of McKinney