

**November 8, 2011
Special Election
Contract for Election Services
City of McKinney**

November 8, 2011 Special Election

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**THE STATE OF TEXAS
COUNTY OF COLLIN §**

CONTRACT FOR

CITY OF MCKINNEY

ELECTION SERVICES

BY THE TERMS OF THIS CONTRACT made and entered into by and between the CITY OF MCKINNEY, hereinafter referred to as the "CITY," and SHARON ROWE, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.091, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City's November 8, 2011, Special Election.

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 Balloting 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 Contracting Officer will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the balloting board. Election judges shall be secured by the Contracting Officer.

b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar). Dates and times to be determined by Election Administrator.

c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud, Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.

d. The Contracting Officer shall compensate each election judge an 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 work 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 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 tote boxes.

2. Supplies include smart cards, sample ballots, paper ballots, pens, tape, markers, etc.

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

- 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's November 8, 2011, 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, McKinney, Texas 75069.
 1. Application for mail ballots erroneously mailed to the City shall immediately be faxed (972.547.1914) 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. Notices of the Boards activities will be posted by the Contracting Officer and sent to the City.

D. The Contracting Officer shall arrange for the use of all Election Day polling places. The City shall assume the responsibility of remitting the cost of all employee services required to provide access, provide security or provide custodial services for the polling locations. The Election Day polling locations (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 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 by the Contracting Officer. Posting and publication of this Notice shall be conducted by the Contracting Officer.
- c. Posting and publication of the Notice of Inspection and Sealing of Machines shall be conducted by the Contracting Officer.
- d. Election night reports will be available to the City at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.
- e. 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 as soon as possible after all returns have been tallied.
- f. 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 and unused ballots shall be shredded 22 months after the election.
 2. The City can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City does not request the lists, the Contracting Officer shall destroy them.
- g. 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 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.

H. The Contracting Officer is in compliance with the amendments to Sec.66.058 (Texas Election Code) and Chapter 129 (Texas Election Code) put into place by HB2524, 81st Regular Legislative Session.

II. DUTIES AND SERVICES OF THE CITY. The City shall assume the following responsibilities:

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

B. The City shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible.

C. The City shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format. The electronic format shall be in Ariel 10 pt. font in a word document (upper and lower case)..

a. The City shall deliver to the Contracting Officer as soon as possible, but no later than Monday, September 12, 2011, the official wording in English and Spanish for the City's November 8, 2011, Special Election.

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

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

E. The City shall prepare and submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes.

F. The City 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.

G. The City shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, September 23, 2011. 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: Pam Dugger
2300 Bloomdale Rd., Suite 3138
McKinney, Texas 75071**

H. The City 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. 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's November 8, 2011, 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.

C. If the City cancels 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 November 8, 2011, 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 _____, 2011.

Sharon Rowe
Elections Administrator
Collin County, Texas

WITNESS BY MY HAND THIS THE ____ DAY OF _____, 2011.

Jason Gray, City Manager
City of McKinney, TX

Sandy Hart, City Secretary
City of McKinney, TX

Exhibit 'A'

**NOVEMBER 8, 2011
CONSTITUTIONAL AMENDMENT, SPECIAL ELECTION
Early Voting Locations, Dates and Hours**

Polling Place	Address	City	Commissioner Precinct			
Collin County Elections (Main Early Voting Location)	2010 Redbud Blvd. Ste 102	McKinney	Precinct 3			
Allen Municipal Courts Facility	301 Century Pkwy.	Allen	Precinct 3			
Carpenter Park Recreation Center	6701 Coit Road	Plano	Precinct 1			
Celina ISD Administration Building	205 S. Colorado	Celina	Precinct 1			
Christ United Methodist Church	3101 Coit Road	Plano	Precinct 4			
CCCCD-Central Park Campus	2200 W. University Drive	McKinney	Precinct 3			
CCCCD-Preston Ridge Campus	9700 Wade Blvd.	Frisco	Precinct 1			
CCCCD-Spring Creek Campus	2800 E. Spring Creek Pkwy.	Plano	Precinct 2			
Collin College – Higher Education Center	3452 Spur 399	McKinney	Precinct 3			
Farmersville City Hall	205 South Main	Farmersville	Precinct 3			
Frisco Senior Center	6670 Moore Street	Frisco	Precinct 1			
Haggard Library	2501 Coit Road	Plano	Precinct 4			
Harrington Library	1501 18 th Street	Plano	Precinct 2			
McKinney Fire Station #7	861 S. Independence Pkwy.	McKinney	Precinct 1			
Murphy City Hall	206 North Murphy Road	Murphy	Precinct 2			
Old Settlers Recreation Center	1201 E. Louisiana	McKinney	Precinct 3			
Parr Library	6200 Windhaven Pkwy.	Plano	Precinct 1			
PISD Administration Center	2700 W. 15 th Street	Plano	Precinct 4			
Renner-Frankford Library	6400 Frankford	Dallas	Precinct 4			
Wylie Municipal Complex Library	300 Country Club	Wylie	Precinct 2			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 23	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26 Early Voting 8am – 5pm	Oct 27 Early Voting 8am – 5pm	Oct 28 Early Voting 8am – 5pm	Oct 29 Early Voting 8am – 5pm
Oct 30	Oct 31 Early Voting 8am – 5pm	Nov 1 Early Voting 8am – 5pm	Nov 2 Early Voting 8am – 5pm	Nov 3 Early Voting 7am – 7pm	Nov 4 Early Voting 7am – 7pm	Nov 5

TEMPORARY EARLY VOTING LOCATIONS:

Valiance Bank	5900 Lake Forest Drive			McKinney	Precinct 3	
Oct 23	Oct 24 Early Voting 9am – 4pm	Oct 25 Early Voting 9am – 4pm	Oct 26 Early Voting 9am – 4pm	Oct 27 Early Voting 9am – 4pm	Oct 28 Early Voting 9am – 4pm	Oct 29
Oct 30	Oct 31 Early Voting 9am – 4pm	Nov 1 Early Voting 9am – 4pm	Nov 2 Early Voting 9am – 4pm	Nov 3 Early Voting 9am – 4pm	Nov 4 Early Voting 9am – 4pm	Nov 5

TEMPORARY EARLY VOTING LOCATIONS:

Texas Star Bank		402 W. White		Anna		Precinct 3
Oct 23	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26 Early Voting 8am – 5pm	Oct 27 Early Voting 8am – 5pm	Oct 28 Early Voting 8am – 5pm	Oct 29 Early Voting 8am – 5pm

Melissa City Hall		3411 Barker Ave.		Melissa		Precinct 3
Oct 30	Oct 31 Early Voting 8am – 5pm	Nov 1 Early Voting 8am – 5pm	Nov 2 Early Voting 8am – 5pm	Nov 3 Early Voting 7am – 7pm	Nov 4 Early Voting 7am – 7pm	Nov 5

Important Note: *Eligible* Collin County registered voters (with an effective date of registration on or before November 8, 2011) may vote at any of the above early voting locations.

Exhibit "B"

Election Day Vote Centers November 2011

<i>Polling Place</i>	<i>Address</i>	<i>City</i>
Akin Elementary School	1100 Springwood	Wylie
Aldridge Elementary School	720 Pleasant Valley	Richardson
Allen Municipal Courts Facility	301 Century Parkway	Allen
Armstrong Middle School	3805 Timberline	Plano
Benton Staley Middle School	6927 Stadium Drive	Frisco
Blue Ridge High School Library	11020 CR 504	Blue Ridge
Boys and Girls Club - Douglass Branch	1111 H Avenue	Plano
Brinker Elementary School	3800 Clark Parkway	Plano
Carpenter Park Recreation Center	6701 Coit Road	Plano
CCCC Central Park Campus	2200 University	McKinney
CCCC Preston Ridge Campus	9700 Wade Blvd.	Frisco
CCCC Springcreek Campus	2800 Spring Creek Parkway	Plano
Celina ISD Administration Building	205 S. Colorado	Celina
Christ United Methodist Church	3101 Coit Road	Plano
Clark High School - Plano	523 Spring Creek	Plano
Clark Middle School	4600 Colby Drive	Frisco
Collin College - Higher Education Center	3452 Spur 399	McKinney
Collin County Elections Office	2010 Redbud Blvd, Ste. 102	McKinney
Community ISD Technology and Conference Center	615 FM 1138	Nevada
Cox Elementary School	7009 Woodbridge Pkwy.	Wylie
Farmersville City Hall	205 South Main	Farmersville
Fire Station #7 - McKinney	861 Independence Pkwy.	McKinney
First Baptist Church - Branch	7011 FM 546	Princeton
First Baptist Church - Lavon	209 Main Street	Lavon
Ford Middle School	630 Park Place Drive	Allen
Fowler Middle School	3801 McDermott Road	Plano
Frisco High School	6401 Parkwood Drive	Frisco
Haggard Library	2501 Coit Road	Plano
Harrington Library	1501 18th Street	Plano
Liberty High School	15250 Rolater Road	Frisco
Lovejoy ISD-Spurgin Administration Building	259 Country Club Road	Allen
Melissa City Hall	3411 Barker Ave.	Melissa
Mitchell Elementary School	4223 Briargrove	Dallas
Murphy Municipal Complex	206 N. Murphy Road	Murphy
Old Settlers Recreation Center	1201 E. Louisiana	McKinney
Parker Community Center	5700 E. Parker Road	Parker
Parr Library	6200 Windhaven Pkwy.	Plano
PISD Administration Center	2700 W. 15th Street	Plano

Plano Senior Center	401 W. 16th Street	Plano
Princeton High School	1000 E. Princeton Drive	Princeton
Renner-Frankford Library	6400 Frankford Road	Dallas
Reynolds Middle School	700 N. Coleman	Prosper
Roach Middle School	12499 Independence Pkwy.	Frisco
Rose Haggar Elementary School	17820 Campbell Road	Dallas
Ruth Cherry Intermediate School	1400 FM 1777	Royse City
Seis Lagos Community Services Association	222 Seis Lago Trail	Wylie
Shepton High School	5505 Plano Pkwy.	Plano
Stonebridge United Methodist Church	1800 S. Stonebridge Drive	McKinney
Suncreek United Methodist Church	1517 W. McDermott Drive	Allen
Texas Star Bank	402 W. White Street	Anna
Valiance Bank	5900 Lake Forest Drive	McKinney
Westminster Volunteer Fire Dept.	311 E. Houston	Westminster
Weston Community Center	117 Main Street	Weston
Woodcreek Church	3400 E. Renner Road	Richardson
Wylie Municipal Complex Library	300 Country Club	Wylie