



21-0981

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Contract with Collin County Elections Administration to Conduct the January 15, 2022 Special Election

COUNCIL GOAL: Operational Excellence

MEETING DATE: November 2, 2021

DEPARTMENT: City Secretary

CONTACT: Empress Drane, City Secretary

RECOMMENDED CITY COUNCIL ACTION: Approve Resolution

ITEM SUMMARY:

- This Resolution will authorize the Collin County Elections Administrator to conduct the City Council Special Election to be held on Saturday, January 15, 2022, and a Run-Off Election (if needed) to elect a new member to City Council At Large #2.
- The following services will be provided by the County: retention, training and compensation of election workers; election equipment, supplies and tabulation of election results
- The City will be responsible for the following: calling the January 15, 2022 Election; posting and publication of the election notices; and official canvass of the election results.
- The City of McKinney is the sole participant in this election, so there are no shared costs as would be with a joint election among numerous governing bodies.
- Election Day Voting will be conducted 7 a.m. to 7 p.m. on Saturday, January 15, 2022.
- Early voting will be conducted as follows:

Wednesday, December 29 to Thursday, December 30... . . 8:00 a.m. to 5:00 p.m.
 Saturday, January 1 to Sunday, January 2 no voting
 Monday, January 3 to Saturday, January 8 8:00 a.m. to 5:00 p.m.
 Sunday, January 9 no voting
 Monday, January 10 to Tuesday, January 11 8:00 a.m. to 5:00 p.m.
 Wednesday, January 12 to Friday, January 14 no voting

FINANCIAL SUMMARY:

- The City's cost for this Election will be approximately \$187,000 including the contract with Collin County Elections Administrator to conduct the City Council General Election; translation services; publication and distribution of election information; advertisements; and legal notices
- \$70,000 is allocated in the General Fund/Non-Departmental budget 001-9999-403-8516; additional operational contingency funds will be used to cover the remaining balance.
- The enclosed cost estimate is determined based on anticipated voter turnout. Payment of 90% of the estimate is due to the County upon Council approval of the agreement, and the remaining balanced invoice will be issued upon completion of all election services. The final invoice will be adjusted for actual costs and may be greater or less than the enclosed estimate.

BOARD OR COMMISSION RECOMMENDATION: N/A

SUPPORTING MATERIALS:

[Resolution](#)
[Contract](#)