

**ELECTION SERVICES CONTRACT (“Election Services Contract”)**

**JOINT ELECTION SERVICES AGREEMENT  
BETWEEN  
THE DALLAS COUNTY ELECTIONS ADMINISTRATOR  
AND**

**Town Of Addison (TOA)  
City Of Balch Springs (COBS)  
City Of Carrollton (COC)  
City Of Cedar Hill (COCdH)  
City Of Cockrell Hill (COckH)  
City Of Coppell (COPP)  
City Of Desoto (CODE)  
City Of Duncanville (CODu)  
City Of Farmers Branch (COFB)  
City Of Garland (COG)  
City Of Grand Prairie (COGP)  
Town of Highland Park (THP)  
City Of Hutchins (COH)  
City Of Irving (COI)  
City Of Lancaster (COL)  
City Of Lewisville (COLew)  
City Of Mesquite (COM)  
City Of Rowlett (CORw)  
City Of Sachse (COSa)  
City Of Seagoville (COSe)  
Town Of Sunnyvale (TOS)  
City Of University Park (COUP)  
City of Wilmer (COW)  
Carrollton-Farmers Branch ISD (CFBISD)  
Cedar Hill ISD (CHISD)  
Coppell ISD (CpISD)  
Dallas ISD (DISD)  
DeSoto ISD (DeISD)  
Duncanville ISD (DuISD)  
Garland ISD (GISD)  
Grand Prairie ISD (GPISD)  
Highland Park ISD (HPISD)  
Irving ISD (IISD)  
Lancaster ISD (LISD)  
Mesquite ISD (MISD)  
Richardson ISD (RISD)  
Sunnyvale ISD (SuISD)  
Dallas County Community College District (DCCCD)  
Dallas County Park Cities MUD (DCPCMUD)**

**FOR THE CONDUCT OF A JOINT ELECTION  
TO BE HELD SATURDAY, MAY 5<sup>th</sup>, 2018  
TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT**

**1) STATUTORY AUTHORITY FOR AND PARTIES TO THIS ELECTION SERVICES CONTRACT**

- a) Antoinette “Toni” Pippins-Poole (“Toni Pippins-Poole”) is the duly appointed County Elections Administrator (“Elections Administrator”) of Dallas County, Texas (“County”) and the Department Head of the Dallas County Elections Department (“DCED”). As such, Toni Pippins-Poole is the County’s Voter Registrar and the Election Officer of Dallas 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 authorities of the Participating Political Subdivisions listed in “Attachment F” of this Election Services Contract. DCED acts at the direction of the Elections Administrator.
- b) The contracting authorities of the Participating Political Subdivisions that are participating in this Election Services Contract are listed on the face page of this agreement and in “Attachment F” of this Election Services Contract and are hereby participating with each other in this Joint Election to be held in Dallas County, Texas on **Saturday, May 5, 2018** under Chapter 271 of Title 16 of the Texas Election Code (“Joint Election”); and are hereby contracting with the Elections Administrator of Dallas 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. The Participating Political Subdivisions acknowledge that they are participating in this Joint Election with each other and with Dallas County, Texas and the State of Texas, to the extent that Dallas County, Texas and the State of Texas have candidates on the ballot in this Joint Election.
- c) The Elections Administrator will coordinate, supervise, and handle all aspects of administering this Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this Election Services Contract. Each contracting authority of each Participating Political Subdivision will pay its share of the Election Costs to the Elections Administrator for the equipment, supplies, services, and administrative costs outlined in this Election Services Contract. The Elections Administrator will administer the election; however, each Participating Political Subdivision will be responsible for the duties directly administered by the Participating Political Subdivision.
- d) If applicable and in the event a runoff election is necessary, the date of the runoff for this Joint election would be **June 16, 2018**. This Elections Services Contract and its terms will be automatically extended to cover the Joint Runoff Election, unless a Participating Political Subdivision states in writing before **May 17, 2018** that it does not wish to participant in a joint runoff election contemplated herein. DCED will provide each Participating Political Subdivision to which this Section 1(d) applies an estimated cost required to be deposited into a special and separate Joint Runoff Election account. The funds must be deposited no later than five (5) days after the Joint Runoff Election’s estimated figures are received from DCED.

**2) ATTACHMENTS** The following attachments are hereby incorporated into this Election

Services Contract as if set forth herein in their entirety. The Participating Political Subdivisions acknowledge that the following attachments are subject to reasonable changes by the Dallas County Elections Administrator before, during, and after Election Day and any runoff election(s), if any runoff election(s) are required by law to be held.

- a) **“Attachment A”** is an itemized list of the estimated election expenses for this Joint Election and the amounts that each Participating Political Subdivision must deposit with the Dallas County Elections Department. It also includes the Deposit Detail for each entity. The Elections Administrator will amend “Attachment A” to reflect the changing estimates of election expenses that are caused by changing circumstances and by the withdrawal of Participating Political Subdivision(s), if any, from this Election Services Contract.
- b) **“Attachment B”** is a list of the early voting polling places for this Joint Election.
- c) **“Attachment C”** is a list of the Election Day polling places for this Joint Election.
- d) **“Attachment D”** is a list of the people that the Dallas County Elections Administrator will appoint as deputy early voting clerks for this Joint Election.
- e) **“Attachment E”** is a list of the presiding election judges and alternate election judges for Election Day for this Joint Election.
- f) **“Attachment F”** is a list of the Participating Political Subdivisions that will be holding elections in Dallas County election precincts or partial election precincts and the number of registered voters in each of those election precincts or partial election precincts. “Attachment F” will also contain, for each Participating Political Subdivision, the full name of the person serving as a point of contact, the physical address, the mailing address, a facsimile number, and an email address. “Attachment F” will be amended if any of the Participating Political Subdivisions withdraw from this Election Services Contract. “Attachment F” will be amended to reflect the number of registered voters in each election precinct and partial election precinct as of the statutory deadline (**Thursday, April 5, 2018**) for voters to submit applications to register to vote or changes of address in this Joint Election. In this Election Services Contract, the phrase “election precinct” is synonymous with the phrase “voting precinct.”
- g) **“Attachment G”** is a list of the Participating Political Subdivisions & Ballot Details
- h) Within five (5) business days after any of the foregoing attachments are amended by the Elections Administrator, the Elections Administrator will send each Participating Political Subdivision an amended version of the amended attachment by email to the email address provided by each Participating Political Subdivision in “Attachment F.”

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### 3) LEGAL DOCUMENTS

- a) Each Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, notices, and other documents that are required by, or of, their governing bodies. Each Participating Political Subdivision must send the Elections Administrator a copy of any election order, resolution, or notice related to this Joint Election within three (3) business days of publishing, adopting, or ordering it. Such documents can be sent to the attention of: **Robert Heard, Assistant Elections Administrator, 2377 North Stemmons Freeway, Suite 820, Dallas, Texas 75207; or, emailed to Robert.Heard@DallasCounty.org.** Alternatively, these documents may be sent to: Daniel Bradley at Daniel.Bradley@DallasCounty.org.
- b) Each Participating Political Subdivision is responsible for having its own election orders, resolutions, notices, or official ballot wording translated into the Spanish language.
- c) Always copy Toni.Pippins-Poole@DallasCounty.ORG on all communications related to legal documents and question regarding this election.

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#### 4) VOTING SYSTEMS

- a) Each Participating Political Subdivision agrees that, during this Joint Election, voters will cast their ballots on three different kinds of voting systems, each of which has been approved by the Texas Secretary of State in accordance with the Texas Election Code and the Texas Administrative Code: Direct Recording Electronic voting machines (“DRE”); an optical scanner voting system (“optical scan”); and a voting system accessible to voters with physical disabilities (“ADA Terminals”). On **April 17, 2018 at 10:00 A.M.**, at the County Elections Department at 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas, the Elections Administrator will test the DRE voting system and the automatic tabulating equipment used for counting ballots at the central counting station. From **April 11<sup>th</sup>, 2018 – (until completed)**, at the County Election Equipment Warehouse at 1506 East Langdon Road, Hutchins, Texas, the Elections Administrator will test the optical scan voting system. At least 48 hours before the date and hour of each test, the Elections Administrator will publish a newspaper notice with the date, hour, and place of the testing. The Elections Administrator will establish regional collection sites within the county and a central counting station to receive and tabulate the regular ballots that are cast in this Joint Election and receive the provisional ballots.
- b) The Elections Administrator will provide DREs, precinct ballot counters, and voting booths for this Joint Election. Each polling place will have at least one voting terminal that complies with the Americans with Disabilities Act (“ADA”). During the early voting period, each early voting polling place will have master Personal Electronic Ballot (“PEB”) devices and iVotronic DRE machines. For Election Day, the Elections Administrator will allocate voting booths to all of the polling places in amounts reasonably anticipated to be sufficient for the anticipated turnout of voters. Each Election Day polling place will have at least one precinct ballot counter and one (1) ADA iVotronic machine.
- c) The itemized list of the estimated election expenses for this Joint Election are in “Attachment A,” which includes, but may not be limited to the number of voting booths, precinct ballot counters, precinct tabulators, iVotronics voting machines, Americans with Disability Act (“ADA”) Voting Terminals, Gemini voting booths, Personal Electronic Ballots, and Master Personal Electronic Ballots. All of the Participating Political Subdivisions agree that ADA Terminals will be used during this Joint Election under the Help America Vote Act of 2002 (“HAVA”) and that the ADA Terminals will be part of this Election Services Contract.

#### 5) POLLING PLACES

- a) The Elections Administrator will select and arrange for the use of and payment for all of the early voting polling places listed in “Attachment B” and the Election Day polling places listed in “Attachment C” subject to the approval of each Participating Political Subdivision. Polling locations identified in Attachments “B” and “C” cannot be changed by a Participating Political Subdivision, but the Elections Administrator may consider changes requested by a Participating Political Subdivision.

- b) Whenever possible, previously used polling places that voters are accustomed to using will be used for the election precincts and partial election precincts in this Joint Election; however, the Participating Political Subdivisions acknowledge that sometimes previously used polling places are not available or appropriate for every election. Accessibility under the Americans with Disabilities Act is an important consideration for all polling places in this Joint Election.
  - c) For polling places that have changed since the most recent election ordered by a Participating Political Subdivision, the Elections Administrator will mail registered voters affected by the changes notice of their new polling place location.
- 6) **PRESIDING ELECTION JUDGES, ALTERNATE PRESIDING ELECTION JUDGES, ELECTION CLERKS, AND OTHER ELECTION DAY PERSONNEL**
- a) The Elections Administrator will be responsible for the appointment of the presiding election judges and alternate election judges listed in “Attachment E” for each polling place listed in “Attachment C” subject to the approval of each Participating Political Subdivision.
  - b) **This sub-paragraph applies only to an election with no partisan candidate on any ballot.** If a Participating Political Subdivision requests that a person not listed in “Attachment E” be appointed to serve in a specific polling place, but another Participating Political Subdivision requests that a different person be appointed to serve that same polling place, then the Elections Administrator will conduct a drawing by lot from the recommendations, no later than **Monday, March 5, 2018** to resolve the conflict and notify each Participating Political Subdivision affected of the resolution. After the Elections Administrator notifies a person so selected by lot of the polling place where the person will serve, the Elections Administrator is not required to act on further such requests from the Participating Political Subdivisions for that specific polling place.
  - c) If a person appointed as a presiding election judge or alternate election judge becomes ineligible to serve as such in this Joint Election, then the Election Administrator will appoint a replacement presiding election judge or alternate election judge, amend “Attachment E” accordingly, and send each Participating Political Subdivision the amended “Attachment E” by email within five (5) business days.
  - d) If a person is unable or unwilling to serve as a presiding election judge or an alternate election judge, then the Elections Administrator will name a replacement presiding election judge or send each Participating Political Subdivision the amended “Attachment E” by email within five (5) business days.
  - e) The Elections Administrator will provide county training programs, in keeping with Section 32.114 of the Texas Election Code, for all of the presiding election judges, alternate election judges, and election clerks for this Joint Election. The presiding election judges are responsible for notifying the alternate presiding judge and the election clerks for the presiding election judge’s polling place of the time and place of each training session. Pursuant to Section 32.114(b), the training programs will be open to the public free of charge.

- f) To serve in this Joint Election, each presiding election judge and alternate election judge must have attended an election judge training session, a training session regarding the court rulings and the applicability of the mandatory Voter ID law, and optical scan training session taught by the Elections Administrator for this Joint Election within the last 6 months. New judges and election clerks that have not attended a mandatory Voter ID Law training session taught by the Elections Administrator for this Joint Election may not serve in this Joint Election.
- g) The Elections Administrator will notify the Participating Political Subdivisions by email and post on the DCED's website the dates, times, and locations of training classes and labs for both Early Voting and Election Day Workers.
- h) To comply with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2010 census statistics, are required to have interpreter assistance. If a presiding election judge of such a precinct is not bilingual and is unable to hire a bilingual election clerk, the Elections Administrator may recommend an individual to provide interpreter assistance. If the Elections Administrator is unable to recommend an individual to provide interpreter assistance for such a precinct, the Elections Administrator will notify the Participating Political Subdivision and request assistance in identifying an interpreter. In the event that a bilingual election clerk is hired by the Elections Administrator for a precinct required to have interpreter assistance, the bilingual clerk will be paid according to a rate set by the Elections Administrator. The Elections Administrator will charge that expense to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract. A Participating Political Subdivision may pay more money to a bilingual clerk than the rate set by the Elections Administrator, however that expense will be borne by that Participating Political Subdivision individually and that extra expense will not be charged to the funds deposited with the Dallas County Elections Department for the conduct of the elections listed in this Election Services Contract.
- i) The Elections Administrator will notify all of the presiding election judges and alternate election judges about the eligibility requirements of Subchapter C of Chapter 32 of Title 3 of the Texas Election Code and Section 271.005 of the Texas Election Code. The Elections Administrator will take the necessary steps to insure that all of the presiding election judges and alternate election judges appointed to serve during this Joint Election are eligible to serve and qualified to serve in this Joint Election. Under Section 32.031 of the Texas Election Code, the presiding election judge for each election precinct shall appoint the election clerks to assist the presiding election judge in the conduct of the election at the polling place served by the presiding election judge on Election Day.

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- j) The presiding election judges are responsible for picking up election supplies at the time and place determined by the Elections Administrator, which will be set forth in the letter to the presiding election judges requesting service for this election. Payments for the presiding election judge will be specified in "Attachment A."
- k) Any Participating Political Subdivision electing to pay their election workers for attending a training class or lab must bear that expense separately from the funds deposited into this Joint Election account.
- l) The Elections Administrator will employ and or contract for other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of services, supplies and equipment assistance during the period of Early Voting and on Election Day, and for the efficient tabulation of ballots at the central counting station and regional sites. Part-time personnel will be paid an amount specified in "Attachment A." Part-time personnel working in support of the administration of the Election, including Central Counting Station, regional sites on election night will received pay for at least four (4) hours, minimum call for service, regardless of the actual hours worked.

## **7) SUPPLIES AND PRINTING**

- a) The Elections Administrator will obtain and distribute all of the election supplies and election printing necessary for this Joint Election, including, but not limited to, all forms, signs, and other materials used by the presiding election judges and clerks at the polling places.
- b) The Elections Administrator will provide maps, if necessary, instructions, and other information that the presiding election judges need to conduct this Joint Election.
- c) Each Participating Political Subdivision must deliver a list to the Elections Administrator of candidates and propositions for their elections. The list must be in English and Spanish. The list must include the ballot positions for the candidates and the propositions. The list must include the correct spelling of each candidate's name and the precise wording of all of the propositions. The Elections Administrator will email each Participating Political Subdivision a Microsoft Word format form for their use to create the required list. As soon as possible after each Participating Political Subdivision has determined its ballot positions for the candidates and propositions in its election, the Participating Political Subdivision must email the completed Microsoft Word format form to the Elections Administrator. The Elections Administrator will use these electronic forms received from the Participating Political Subdivisions to create the ballot styles for this Joint Election. The Elections Administrator will deliver the proposed ballots to the Participating Political Subdivisions for approval. Each Participating Political Subdivision will be responsible for proofreading the proposed ballots and notifying the Elections Administrator of any corrections that are required for their particular ballots. The Elections Administrator is responsible for implementing the corrections made by the Participating Political Subdivisions to their ballots and then producing the ballots for this Joint Election.

## **8) OPTICAL SCAN CARD BALLOTS**



- a) The Elections Administrator will allocate ballots for this Joint Election by determining the approximate voter turnout for comparable elections in each election precinct or partial election precinct and then adding **25%** to that number for each election precinct or partial election precinct. However, the minimum ballot allocation for each election precinct or partial election precinct will range from **25-50%** of the registered voters in each election precinct or partial election precinct depending on election type and authorized by the political subdivision (50% is recommended for local liquor elections).
- b) Additional ballots will be available for Early Voting by Mail and for use on Election Day to respond to any polling place that requests additional ballots and printed on an a needed basis. Cost per ballot will be forty-five cents (.45¢).

## 9) RETURNS OF ELECTIONS

- a) The Elections Administrator will establish and operate a central counting station to receive and tabulate ballots cast in this Joint Election under Chapter 127 of Title 8 of the Texas Election Code.
- b) The Elections Administrator hereby, in accordance with Sections 127.002, 127.003 and 127.005 of the Texas Election Code, appoints the following central counting station officials:

Central Count Station Manager: **Toni Pippins-Poole**, Dallas County Elections Administrator

Tabulation Supervisor: **(Daniel Bradley)**, Central Count Station Manager

Assistant Tabulation Supervisor: **(Danielle Grant)**, Central Count Station Lead Clerk

Presiding Judge: **Fay Matthews-Bridges**, Asst. General Counsel, Dallas ISD

Alternate Presiding Judge: **Shana Jennings**, City Secretary of Irving

- c) The Central Count Station Manager or her representative will deliver timely, cumulative reports of the election results as election precincts are tabulated. The Central Count Station Manager will be responsible for releasing cumulative totals and election precinct returns from the election to the Participating Political Subdivisions, candidates, press, and the general public by the distribution of hard copies or electronic transmittals (where accessible). The Elections Administrator will operate an election result center to release election results in the Health and Human Services Building, 2377 N. Stemmons Frwy., Suite 820, Dallas, Texas.
- d) The Elections Administrator will link any Participating Political Subdivision's website to DCED's website. Participating Political Subdivisions that want such website linkage should

deliver their website address to the Tabulation Supervisor at DCED.

- e) The Elections Administrator will prepare the unofficial canvass report after all precincts have been counted, and will email a copy of the unofficial canvass to each Participating Political Subdivision as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but in no event no later than **May 16, 2018**. All Participating Political Subdivisions will be responsible for the official canvass of their respective elections.
- f) The Elections Administrator will be responsible for conducting the post-election manual recount, unless the Texas Secretary of State grants a waiver under Section 127.201 of the Texas Election Code. If no such waiver is given, the Elections Administrator will provide notice and copies of the recount to each Participating Political Subdivision and the Secretary of State's Office. Each Participating Political Subdivision must notify the Elections Administrator if such a waiver has been granted or denied as soon as possible, but no later than five (5) calendar days before Election Day.

#### 10) ELECTION EXPENSES

- a) The Participating Political Subdivisions agree to share the costs of administering this Joint Election as specified in "Attachment A." The Election Administrator will charge a general supervisory fee not to exceed ten (10%) percent of the total cost of this Joint Election as authorized by Section 31.100 of the Texas Election Code. In no event will the ten (10%) percent general supervisory fee be refunded to any Participating Political Subdivision. If the ballot, candidates, or propositions supplied by the Participating Political Subdivision are changed after their initial printing by the Elections Administrator due to a court order from a court of competent jurisdiction, the affected Participating Political Subdivision(s) agrees to pay all expenses associated with re-printing and re-programming the ballots pursuant to a court order including expenses for expedited services and "Attachment A" will be amended by the Election Administrator.
- b) Allocation of costs among the Participating Political Subdivisions will be according to a formula based on the average cost per polling place and the allocation of election day tabulators (hereinafter "M100's") in that polling place ("Unit Cost"). The Unit Cost will be determined by dividing the total of the itemized list of estimated election expenses by the total number of polling places. A "Polling Place" will be identified by and defined based on the presence and number of M100's and/or Election Supply Carts ("ESC"). Any Participating Political Subdivision that requests a different combination of precincts in polling places that exceeds the Unit Cost will be billed directly for any excess expenditures (e.g. supplies, equipment, personnel, etc.). **The cost of any special request from a Participating Political Subdivision, which is not agreed upon by all Participating Political Subdivisions, will be borne by the Participating Political Subdivision making the special request.** Each Participating Political Subdivision agrees that no Participating Political Subdivision will be billed less than the minimum of one full Unit Cost as specified in "Attachment A."

- c) The expenses for early voting by mail and personal appearance will be paid by each Participating Political Subdivision as set forth in "Attachment A."
- d) The Elections Administrator will determine the final election expenses to the extent practicable within one hundred and eighty (180) business days after the final canvass of this Joint Election or the runoff election, if any. The Elections Administrator will provide each Participating Political Subdivision with a final, written accounting of all money that was deposited into, and payments that were made from, the Joint Election account(s) maintained by the Dallas County Elections Department for this Joint Election and the runoff election, if any.
- e) If the Elections Administrator requires additional money to perform its obligations under this Election Services Contract, then the Elections Administrator will bill each Participating Political Subdivision using the same method used to determine each Participating Political Subdivision's required deposit in "Attachment A" of this Election Services Contract ("Final Bill"). The Participating Political Subdivision shall pay the Final Bill within thirty (30) days of receipt except for any amount the Participating Political Subdivision files a timely good faith dispute under Section 17 of this Election Services Contract. After all of the expenses of this Joint Election are paid and disputes, if any, resolved, any monies that remain in the account maintained by the Dallas County Elections Department for this Election Services Contract will be refunded to the Participating Political Subdivisions (the "Refund") as soon as practicable.

#### 11) DEPOSIT OF FUNDS

- a) Attachment A: Cost Audit details the cost and expenses anticipated for this election; Participating Political Subdivisions will initially receive an estimate cost audit. The Final Bill will be distributed as soon as all cost and expenses for the election can be determined. Each Participating Political Subdivision hereby agrees to deposit with the Dallas County Elections Department either half or the full balance of money listed in "**Attachment A: Deposit of Funds Detail**" of this Election Services Contract by the first deposit due date of **Tuesday, February 20, 2018**. If the Participating Political Subdivision makes a partial initial deposit on or by **February 20, 2018**, a full and final deposit must be made to the Dallas County Elections Department by **Friday, March 2, 2018**. The Dallas County Elections Department will place the money deposited by the Participating Political Subdivisions in a Joint Election account.
- b) The deposit of funds by each Participating Political Subdivision is an express condition precedent to the participation of each Participating Political Subdivision in this Election Services Contract. A Participating Political Subdivision may seek an extension from the Elections Administrator as to the due date for the deposit of funds. Such an extension must be sought in writing and prior to due date for such deposit by the Participating Political Subdivision. Any decision(s) made by the Elections Administrator will be provided in writing to the Participating Political Subdivision. The Elections Administrator, however, shall not be required to grant an extension for the deposit of funds by a Participating Political Subdivision. For any Participating Political Subdivision that fails to deposit the total amounts specified in "Attachment A" by the dates specified in this

Election Services Contract or any extension granted by the Elections Administrator, the Elections Administrator will be relieved from the responsibility to perform under this Election Services Contract for such Participating Political Subdivision.

- c) The Elections Administrator will only draw money from this Joint Election account to pay for election expenses that are included in "Attachment A" to this Election Services Contract and for other expenses that the Participating Political Subdivisions agree to in writing.
- d) If a Participating Political Subdivision withdraws completely from this Joint Election by **Friday, February 23, 2018**, or, by **Friday, March 9, 2018** for Special Elections, then the Elections Administrator will refund (as soon as practicable) that Participating Political Subdivision's deposit, less any money already expended before the withdrawal and less the general supervisory fee authorized by Section 31.100 of the Texas Election Code. In the event of a partial withdrawal from this Joint Election, deposits will not be refunded to the Participating Political Subdivisions.
- e) The Elections Administrator will not make partial refunds to a Participating Political Subdivision if any candidate(s) or propositions do not appear on the ballot for that Participating Political Subdivision.
- f) Deposits should be made out to Dallas County Elections Department and delivered within the mandatory time frame to:

**Toni Pippins-Poole**  
**Dallas County Elections Administrator**  
**2377 N. Stemmons Freeway, Suite 820**  
**Dallas, Texas 75207**

In the "memo" section of check place Election Escrow Account: \_\_\_\_\_[t1]

## 12) RECORDS OF THE ELECTION

- a) The Elections Administrator is hereby appointed the general custodian of the voted ballots and all election records of this Joint Election to the extent authorized by Sections 31.094, 31.095, 31.096, and 31.097 of the Texas Election Code.
- b) Access to the election records will be available to each Participating Political Subdivision as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas, at any time during normal business hours. The Elections Administrator will ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container. However, access to election records that contain confidential information that must be redacted pursuant to federal or state law may be provided at the offices of the Civil Division of the Criminal District Attorney's Office of Dallas County, Texas at 411 Elm Street, 5<sup>th</sup> Floor, Dallas, Texas.
- c) Pursuant to Section 66.058 of the Texas Election Code, the Elections Administrator will retain the election records at the Elections Administrator's main offices and Elections Warehouse for **sixty (60) days** after the date of this Joint Election. **Sixty (60) days** after

the date of this Joint Election, the Elections Administrator will arrange for transport of this Joint Election records to Dallas County Record Storage. This Joint Election's records will then become the responsibility of Dallas County Record Storage for the remainder of the **twenty-two (22)** month preservation period. Dallas County Record Storage will be responsible for the destruction of this Joint Election records after the preservation period. The Participating Political Subdivisions agree the Elections Administrator may destroy the records from this Joint Election after the **twenty-two (22)** month preservation period without further notice to the Participating Political Subdivisions, unless the events in Section 12 (d) occur.

- d) The Participating Political Subdivisions must notify the Elections Administrator in writing within three (3) business days after any official or employee of any Participating Political Subdivision becomes aware of any election contest in connection with this Joint Election. In accordance with Section 1.013 of the Texas Election Code, the election records must be preserved until any election contest is completed and a judgment, if any, becomes final. Also, the election records will be maintained by the Elections Administrator if there is an active criminal investigation or proceeding related to the election records until such investigation or proceeding is finally concluded.
- e) The Participating Political Subdivisions acknowledge and agree that the Elections Administrator reserves the right to intervene in any election contest or litigation in connection with this Joint Election in order to preserve any available remedies at law, and to preserve the Elections Administrator's obligations under this Contract and the Texas Election Code.

### 13) **EARLY VOTING**

- a) Under Sections 31.094 and 271.006 of the Texas Election Code, the Participating Political Subdivisions hereby appoint the Elections Administrator to be the early voting clerk for all of the political subdivisions participating in this Joint Election. The deputy early voting clerks that will be appointed by the Elections Administrator are listed in "Attachment D."
- b) **This sub-paragraph applies only to a joint election with no partisan candidate on any ballot.** Participating Political Subdivisions may recommend people to the Elections Administrator to serve as a deputy early voting judge/clerk. If a Participating Political Subdivision recommends a person not listed in "Attachment D" and that recommendation conflicts with the recommendation from any of the other Participating Political Subdivisions involved in the election in that polling place, the Elections Administrator will conduct a drawing by lot from the recommendations to determine the deputy early voting judge/clerk. Once a person has been notified of his or her selection as deputy early voting judge or deputy early voting clerk, no changes may be made by any of the Participating Political Subdivisions.
- c) Any qualified voter for this Joint Election may vote early by personal appearance at the main early voting polling place or at one of the early voting branch polling places listed in Attachment B. Early voting will be conducted as follows: **on Monday, April 23, 2018 through Friday, April 27, 2018, from 8:00 A.M. to 5:00 P.M.; on Saturday, April 28, 2018**

**between 8:00 A.M. and 5:00 P.M.; on Sunday, April 29, 2018, between 1:00 P.M. and 6:00 P.M.; and on Monday, April 30, 2018 through Tuesday, May 1, 2018 between 7:00 A.M. and 7:00 P.M.**

- d) All requests for early voting ballots by mail that are received by a Participating Political Subdivision must be transported by runner on the day of receipt to the Dallas County Elections Department, 8th Floor, Health and Human Service Building, 2377 N. Stemmons Frwy., Dallas, Texas 75207 for processing. Persons voting by mail must send their voted ballots to the Dallas County Elections Department.
- e) All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed under Subchapter A of Chapter 87 of the Texas Election Code. Each Participating Political Subdivision will appoint one member to the Early Voting Ballot Board and will prepare a list notifying DCED of the appointee's name, telephone number, mailing address, and email address, if any, no later than **Friday, March 23, 2018**. The Participating Political Subdivisions agree to appoint David Morris as the presiding judge of the early voting ballot board. A list of Early Voting Ballot Board members will be furnished to each Participating Political Subdivision no later than **Tuesday, April 3, 2018**.
- f) A signature verification committee will be appointed in accordance with Section 87.027 of the Texas Election Code. A list of the members of the signature verification committee will be furnished to each Participating Political Subdivision.
- g) The presiding judge of the Early Voting Ballot Board shall deliver notices of rejected ballots in compliance with Section 87.0431, Texas Election Code.

#### **14) CRIMINAL BACKGROUND CHECKS**

The Elections Administrator, her agent or assignee will conduct a criminal background check (in accordance with statutory requirements) of any person who is expected to or scheduled to serve or work in this Joint Election. Any person that does not satisfactorily pass the criminal background check will be ineligible to serve or work in this Joint Election. Failure to obtain a criminal background check does not release the participating entity's obligation to pay for service rendered in good faith.

#### **15) ELECTION REPORTS**

During the early voting period for this Joint Election, the Elections Administrator will deliver daily reports to each Participating Political Subdivision of the Early Voting Location Turnout Totals and Early Voting Roster. The day after the early voting period ends, the Elections Administrator will deliver to each Participating Political Subdivision, a Daily Early Voting Roster by precinct report that includes the entire Early Voting period. Pursuant to the Texas Election Code §87.121, the Elections Administrator will deliver these election reports by website posting, e-mail, or facsimile.

#### **16) WITHDRAWAL FROM CONTRACT**

- a) No deposits will be refunded after the deadline to withdraw from this Election Services Contract has passed.

- b) In order to withdraw from this Election Services Contract, a Participating Political Subdivision must deliver to the Elections Administrator any certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- c) The Elections Administrator will bill any Participating Political Subdivision that withdraws from this Election Services Contract for any expenses incurred prior to the Elections Administrator receiving copies of the certifications and declarations that are required under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code.
- d) If there are any withdrawals from this Joint Election, within ten (10) business days after the deadline for Participating Political Subdivisions to make declarations under Subchapter C or Subchapter D of Chapter 2 of Title 1 of the Texas Election Code, said deadline being **February 23, 2018** the Elections Administrator will amend the attachments to this Election Services Contract as appropriate and provide updated copies of the amended attachments to all of the remaining Participating Political Subdivisions.
- e) The general supervisory fee authorized by Section 31.100 of the Texas Election Code will not be refunded.

#### **17) AUDITING AND PROHIBITION ON WITHHOLDING OF DEPOSITS**

- a) The Dallas County Auditor will conduct a review of the deposits and expenditures related to this Election Services Contract before the Final Bill or Refund is submitted to the Participating Political Subdivisions. Refunds will be submitted as soon as practicable.
- b) The Participating Political Subdivisions may request a financial audit of the Final Bill or Refund or dispute the Final Bill or Refund under this Section, if: 1) the Final Bill exceeds ten percent (10%) of the amount of the Participating Political Subdivision's initial deposit as required in "Attachment A" to this Election Services Contract; or 2) the accounting accompanying the Refund is ten percent (10%) less than the amount the Participating Political Subdivision determines, should be refunded, after its good faith review. The request for a financial audit or dispute must be done in accordance with Section 17 (d) below.
- c) Should the events in Section 17 (b) occur, in lieu of an audit or dispute, the Participating Political Subdivision may make a request that the Elections Administrator ask the Dallas County Auditor to review the cost allocation methodology for the Participating Political Subdivision's Final Bill or Refund ("Review Request"). Participating Political Subdivisions must submit a Review Request to the Elections Administrator within five (5) business days of receipt of the Final Bill or the Refund, whichever is later. The Review Request must set forth, in detail, the basis for any challenge to the Final Bill or Refund. Corrections to the Participating Political Subdivision's Final Bill or the Refund, based on a Review Request, will be determined at the sole discretion of the Elections Administrator. A Review Request does not extend the timeframe in Section 17(d).
- d) Should the circumstances giving rise to an audit or dispute in Section 17 (b) occur, the Participating Political Subdivision may send a formal written notice of dispute of the Final

Bill or Refund (“Dispute Notice”) to the Elections Administrator. This Dispute Notice must be received by the Elections Administrator no later than thirty (30) calendar days from the date the Participating Political Subdivision receives the Final Bill or Refund. This Dispute Notice must provide: 1) an itemization of the disputed charge(s) by the Participating Political Subdivision; 2) the basis for the dispute; 3) the methodology showing how the Participating Political Subdivision arrived at the amount disputed; and 4) documentation in support thereof. The Participating Political Subdivision will have no right to withhold any undisputed amounts set forth in this Election Services Contract or reflected in the Final Bill. Payment of undisputed amounts in the Final Bill must be made by the Participating Political Subdivision as set forth in Section 10 (e) of this Election Services Contract.

- e) Failure of the Participating Political Subdivision to submit a timely Dispute Notice, as set forth in Section 17(d), shall waive any and all disputes, claims, or challenges to the Final Bill or Refund by the Participating Political Subdivision. The entire amount of the Participating Political Subdivision’s Final Bill shall be due immediately; or, any estimated refund amounts will become final.
- f) If the Participating Political Subdivision files a timely Dispute Notice in compliance with Section 17(d), the Participating Political Subdivision will have the right to conduct a good faith financial audit (“Financial Audit”) for the deposits and expenditures related to this Elections Services Contract. In conducting the Financial Audit, the Participating Political Subdivision will have no greater right to demand access to or copies of the County’s governmental or election records than those rights specified in the Texas Election Code and the Texas Public Information Act. The cost of any Financial Audit conducted by the Participating Political Subdivision shall be borne by the requesting Participating Political Subdivision and may not be paid for with funds deposited with the Dallas County Elections Department under this Election Services Contract. Further, the Participating Political Subdivision conducting the Financial Audit shall pay the Elections Administrator the reasonable costs for time expended and copies provided in order to perform the Financial Audit. If the Financial Audit identifies overcharges by the Elections Administrator of more than ten percent (10%) of the initial deposit amount required by “Attachment A”, the Elections Administrator will review and assess the findings of the Financial Audit and will negotiate, in good faith, to resolve any disputes for overcharges with the Participating Political Subdivision. The Elections Administrator shall not be bound by the findings or recommendations of the Participating Political Subdivision’s Financial Audit. The financial records will be retained at the County Election Administrator’s office until the conclusion of the Financial Audit and resolution of all outstanding audit disputes.
- g) In the event the representatives of the Participating Political Subdivision and the Elections Administrator cannot agree on the amount of the disputed Final Bill as set forth in this Section, then the Parties may agree to submit to non-binding mediation. If mediation is acceptable to both parties to resolve a dispute concerning the disputed Final Bill, the parties will agree to use a mutually agreed-upon mediator. Unless the parties come to a written agreement at mediation, the mediation will not constitute a final and binding



resolution of the dispute.

- h) The Participating Political Subdivision acknowledges that the practical effect of the Participating Political Subdivision withholding undisputed funds that are required under this Election Services Contract would result in breach of this Elections Services Contract and the other Participating Political Subdivisions' taxpayers subsidizing the withholding Participating Political Subdivision's election expenses.

#### **18) NOTICE**

Any addendum to, change/modification of, clarification of, and/or withdrawal from this contract requires written notice provided on the Dallas County Form, "Elections Services Contract Change Forms". Initial contract changes are due by **Thursday, February 8, 2018**. Whenever this Election Services Contract requires any consent, approval notice, request or demand, it must be in writing to be effective and must be delivered to the party intended to receive it as shown below:

**Address for notice to the Elections Administrator:**

Attn: Robert Heard Sr.  
Dallas County Assistant Elections Administrator  
Elections Department – 8<sup>th</sup> Floor  
2377 N. Stemmons Frwy, Suite 820  
Dallas, Texas 75207  
(214) 819-6300 telephone  
(214) 819-6301 facsimile

and, to the physical addresses and facsimile numbers for notice to the Participating Political Subdivisions are in "Attachment F" to this Election Services Contract.

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#### **19) LIABILITY FOR NEGLIGENCE**

ALL PARTIES TO THIS ELECTION SERVICES CONTRACT AGREE TO BE RESPONSIBLE, IN ACCORDANCE WITH APPLICABLE STATE OR FEDERAL LAW, EACH FOR THEIR OWN NEGLIGENT ACTS OR OMISSIONS, OR OTHER TORTIOUS CONDUCT IN THE COURSE OF PERFORMANCE OF THIS CONTRACT WITHOUT WAIVING ANY SOVEREIGN IMMUNITY, GOVERNMENTAL IMMUNITY, STATUTORY IMMUNITY, OR OTHER DEFENSES AVAILABLE TO THE PARTIES UNDER FEDERAL OR STATE LAW. NOTHING IN THIS PARAGRAPH SHALL BE CONSTRUED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, IN OR TO ANY THIRD PERSONS OR ENTITIES. ALL PARTIES AGREE THAT ANY SUCH LIABILITY OR DAMAGES OCCURRING DURING THE PERFORMANCE OF THIS ELECTION SERVICES CONTRACT CAUSED BY THE JOINT OR COMPARATIVE NEGLIGENCE OF THE PARTIES, OR THEIR EMPLOYEES, AGENTS OR OFFICERS WILL BE DETERMINED IN ACCORDANCE WITH COMPARATIVE RESPONSIBILITY LAWS OF TEXAS, BUT ONLY TO THE EXTENT SUCH LAWS ARE APPLICABLE TO THE PARTY.

TO THE EXTENT PERMITTED BY LAW, IF LEGAL ACTION IS FILED AGAINST EITHER PARTY TO THIS ELECTION SERVICES CONTRACT, EACH PARTY SHALL BE SOLELY RESPONSIBLE FOR THEIR OWN RESPECTIVE COSTS AND DEFENSE OF THAT SUIT.

#### **20) CHOICE OF LAW**

This Election Services Contract will be governed and interpreted by the laws of the State of Texas.

#### **21) VENUE AND JURISDICTION**

The courts of the State of Texas and the United States of America that are physically located in Dallas, Dallas County, Texas are the exclusive jurisdiction and venue for any lawsuit, cause of action, temporary restraining order, temporary injunction, injunction, petition for extraordinary relief, mandamus, or any other legal proceeding or claim arising out of the performance of this Election Services Contract.

#### **22) SEVERABILITY**

If any term of this Election Services Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms of this Election Services Contract will remain in full force and effect and will in no way be affected, impaired, or invalidated.

#### **23) ENTIRE CONTRACT**

This Election Services Contract, including any exhibits or attachments, contains the entire agreement between the Elections Administrator and the Participating Political Subdivisions concerning the duties required by this Election Services Contract. The Elections Administrator of Dallas County, Texas and each Participating Political Subdivision hereby expressly warrant and represent that they are not relying on any promises or agreements that are not contained in this Election Services Contract concerning any of the terms in this Election Services Contract. Except otherwise specified in this Election Services Contract, no modification, amendment, novation, renewal, or other alteration of this Election Services Contract shall be effective unless mutually

agreed upon in writing and executed by the parties hereto.

#### **24) GENDER AND HEADINGS**

In this Election Services Contract, words in the singular number include the plural, and those in the plural include the singular. Words of any gender also refer to any other gender. Headings in this Election Services Contract are terms of inclusion, not exclusion.

#### **25) CONTRA PROFERENTEM**

The legal doctrine of contra proferentem will not apply to this Election Services Contract. Consequently, any ambiguity that may exist in this Election Services Contract will not be construed against the Party who drafted this Election Services Contract.

#### **26) ORDER OF PRECEDENCE**

Any inconsistencies in this Election Services Contract will be resolved by reviewing and considering this Election Services Contract and Attachments A through G to this Election Services Contract together in context with each other.

#### **27) SIGNATORY WARRANTY**

The Elections Administrator of Dallas County, Texas and all of the contracting authorities of all of the Participating Political Subdivisions listed in "Attachment F" of this Election Services Contract represent that each has the full right, power and authority to enter into and perform this Election Services Contract in accordance with all of its terms and conditions, and that the execution and delivery of this Election Services Contract has been made by authorized representatives of the Participating Political Subdivisions to validly and legally bind the Participating Political Subdivisions to all terms, performances, and provisions set forth in this Election Services Contract.


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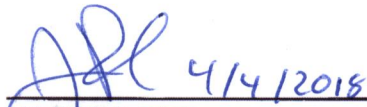
forth in this Election Services Contract.

28) COUNTERPARTS.

This Election Services Contract may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

APPROVED AS TO FORM\*

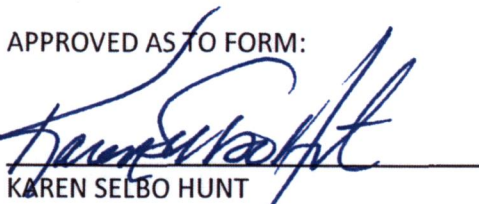
  
TONI PIPPINS-POOLE  
COUNTY ELECTIONS ADMINISTRATOR  
DALLAS COUNTY, TEXAS

  
JAMES PALOMO  
ASSISTANT DISTRICT ATTORNEY  
DALLAS COUNTY CRIMINAL ATTORNEY'S  
OFFICE  
CIVIL DIVISION

\*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

ACCEPTED AND AGREED TO BY THE CITY OF COPPELL:

APPROVED AS TO FORM:

  
KAREN SELBO HUNT  
MAYOR  
CITY OF COPPELL

COUNTY ELECTIONS  
2018 APR 02 03:35 PM

RECEIVED DALLAS

**Poll Location Info**

May 5, 2018 Joint Election Cities and Schools

**ESTIMATED COST****SUBJECT TO CHANGE**

Based Apon 50 Early Voting Locations

Based Apon 39 entities participating

**ATTACHMENT A**

Location Splits	Total
Split by 1	116.00
Split by 2	262.00
Split by 3	95.00
Split by 4	35.00
Split by 5	0.00
Split by 6	0.00
Split by 7	0.00
Total Splits	510.00
Total Units	293.67
Cost per Poll (Without ESF)	\$6,241.11
Subtotal	\$1,832,805.15
% of Units	100%

			Total
Election Total			\$1,832,805.15
Exceptional Cost	(to be determined)		\$0.00
Election Services Fee (AKA ESF)	10% of Election Total		\$183,280.51
Total Cost			\$2,016,085.66
Actual Unit Cost (With ESF)			\$6,865.22
Amount of Deposit			\$0.00

<b>2013</b>	<b>Legal Notice</b>	<b>Newspaper listing of Polling Locations</b>		<b>\$10,000.00</b>
<b>2170</b>	Rejected / Incomplete mail	45	\$1.89	<b>\$85.05</b>
<b>2170</b>	Postage for Mailed Ballots	15,000	\$1.42	<b>\$21,300.00</b>
<b>2170</b>	Postage for Returned Mailed Ballots	8,000	\$1.20	<b>\$9,600.00</b>
<b>2170</b>	Postage for NON-Returned Mailed Ballots	7,000	\$1.20	<b>\$8,400.00</b>
<b>2180</b>	Mail ballot kit	15,000	\$2.00	<b>\$30,000.00</b>
<b>7030</b>	Furniture Rental	Various EV Locations		<b>\$1,500.00</b>
<b>7040</b>	Voting Booths	50	\$30.00	<b>\$1,500.00</b>
<b>7040</b>	Touch Screen/iVotronics (7p/loc.)	350	\$250.00	<b>\$87,500.00</b>
<b>7040</b>	ADA Voter Terminals (1 per loc)	50	\$300.00	<b>\$15,000.00</b>
<b>7040</b>	Communication Pack (1 per loc)	50	\$50.00	<b>\$2,500.00</b>
<b>7040</b>	Computer Rental (County) (3 per loc)	150	\$400.00	<b>\$60,000.00</b>
<b>7040</b>	Provisional Ballot Bags	50	\$5.00	<b>\$250.00</b>
<b>7050</b>	Van Rental\Car Rental	9 Vehicles for Tech and Route Usage and 2 Trucks for Delivery of Equipment		<b>\$4,500.00</b>
<b>7211</b>	Sprint/Frontier (landline charges)	Use of Service During EV Election Period		<b>\$4,000.00</b>
<b>7213</b>	Hot Spots	50	\$35.00	<b>\$1,750.00</b>
<b>7010</b>	Rental/Custodial Charges	Various Locations		<b>\$15,000.00</b>
<b>1050</b>	Central Count Full Time Staff (Over Time)	3 Staff @12days @Various hours @Various Pay Rates		<b>\$1,500.00</b>
<b>1050</b>	Election <b>Clerks</b> (Over Time)	150 Clerks @56 Hours @\$15.54 p/h		<b>\$130,536.00</b>
<b>1050</b>	Election <b>Judges</b> (Over Time)	50 Judges @56 Hours @\$20.12 p/h		<b>\$56,336.00</b>
<b>1050</b>	Election Part-Time Regular (Over Time)	Various Part-Timers @Various Hours @Various Pay Rates		<b>\$1,500.00</b>
<b>1050</b>	Elections Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various		<b>\$7,500.00</b>
<b>1050</b>	EV Mail Part-Time Clerks (Over Time)	Various Clerks @Various Days @Various Hours @Various		<b>\$4,000.00</b>
<b>1050</b>	EV Full Time Mail Supervisor (Over Time)	1 Staff @Various Hours @29.66p/h		<b>\$1,800.00</b>
<b>1050</b>	EV Techs (Over Time)	6 Techs @Various Hours @Various Pay Rates		<b>\$3,000.00</b>
<b>1050</b>	Security-Branch Locations	9 Security Staff @Various Hours @Various Pay Rates		<b>\$1,000.00</b>
<b>1050</b>	Election Full Time Warehouse Staff (Over Time)	5 Staff @Various Hours @Various Pay Rates		<b>\$10,000.00</b>
<b>1050</b>	Warehouse Part-Timers (Over Time)	Various Part-Timers @Various Hours @Various Pay Rates		<b>\$3,000.00</b>
<b>1060</b>	Canvass Committee (Ballot Board & Signature Verification)	Approximately 15 people @Various Hours @ Various Pay Rates		<b>\$9,000.00</b>
<b>1060</b>	Early Voting <b>Clerks</b> (Includes Training)	150 Clerks @80 @\$10.36 p/h + 8 Hours Training		<b>\$130,950.40</b>
<b>1060</b>	Early Voting <b>Judges</b> (Includes Training)	50 Judges @80 @\$13.41 p/h + 8 Hours Training		<b>\$56,429.28</b>
<b>1060</b>	Election Department Part-Timers (Straight Time)	Various Part-Timers @Various Hours @Various Pay Rates		<b>\$6,000.00</b>
<b>1060</b>	EV Judges Delivery (AKA Can Money)	50	\$25.00	<b>\$1,250.00</b>
<b>1060</b>	Mail Workers / PA Workers Part-Timers (Straight Time)	Various Part-Timers @30 Days @ Various Pay Rates		<b>\$17,000.00</b>
<b>1060</b>	Supervisors / Ballot Board & Signature Verify	2 Supervisors @12 Days ea. @Various Hours @Various		<b>\$1,500.00</b>
<b>1060</b>	EV Techs (Straight Time)	6 Techs @Various Hours @Various Pay Rates		<b>\$7,500.00</b>
<b>1111</b>	Social Security Chargeback	6.2%		<b>\$5,500.00</b>
<b>1112</b>	Medicare	1.45%		<b>\$3,000.00</b>
<b>1113</b>	PARS	1.3%		<b>\$1,500.00</b>
<b>1150</b>	Retirement Charge Back	10%		<b>\$8,000.00</b>
<b>5590</b>	Temporary Service (Early Voting as needed)	Ad-A-Staff		<b>\$15,000.00</b>
<b>2880</b>	Voted Stamps	300	\$1.05	<b>\$315.00</b>
<b>2180</b>	Balotar Ballots for Absentee Mail 17" Two sided (ES&S)	15,000	\$0.45	<b>\$6,750.00</b>
<b>2180</b>	Provisional Ballots (In Person)(ES&S)	60,000	\$0.09	<b>\$5,400.00</b>
<b>2180</b>	Personal Appearance Labels (2 per voter)	54,312	\$0.10	<b>\$5,431.20</b>
<b>2180</b>	Judge Kits	50	\$80.00	<b>\$4,000.00</b>
<b>2180</b>	Sample Ballots hand out for voters 8.5/11in. double sided color paper (AC Printing)	1,300	\$0.66	<b>\$858.00</b>
<b>2180</b>	Sample Ballots Large for Posting 11/17in. Single side color paper (AC Printing)	10	\$0.61	<b>\$6.10</b>
<b>2180</b>	Ballot List for Early Voting Locations 8.5/11in. Double sided white paper (AC Printing)	300	\$1.430	<b>\$429.00</b>
<b>2180</b>	List of Declared Write-In for EV	0	\$0.027	<b>\$0.00</b>
<b>2180</b>	ADA Quick Operations Guide 8.5/11in. Double sided color copy (DCED)	50	\$0.870	<b>\$43.50</b>
<b>2880</b>	Supplies for Early Voting	Misc./Forms/Binders		<b>\$1,500.00</b>

<b>5590</b>	ES&S Project Management	1	\$66,000.00	<b>\$66,000.00</b>
<b>5590</b>	ES&S Ballot Layout and Coding assistance and overseeing	1	\$16,500.00	<b>\$16,500.00</b>
<b>5590</b>	ES&S Pre Election Mock Election (3 days On-Site Simulation of Election Day with 1 ES&S Support Team)	1	\$4,950.00	<b>\$4,950.00</b>
<b>5590</b>	ES&S IVotronic Early Support	1	\$1,650.00	<b>\$1,650.00</b>
<b>5590</b>	ES&S ADA Sound Wave Card Programming	1	\$8,000.00	<b>\$8,000.00</b>
<b>5590</b>	Spanish Translation			<b>\$0.00</b>
<b>2910</b>	Early Voting Equipment Delivery and Pickup	50	\$45.00	<b>\$2,250.00</b>
<b>1080</b>	Warehouse /Elections Mileage		\$0.565	<b>\$0.00</b>
<b>3095</b>	Mileage for Runners/Gas	Tech Cars and Trucks		<b>\$2,200.00</b>
	<b>EARLY VOTING TOTAL</b>			<b>\$881,969.53</b>

Exp Code	ELECTION DAY	Units	Cost Per Unit	Estimated
<b>EQUIPMENT RENTAL</b>				
7030	Furniture Rental	Central Count Station/Various Polling Locations		\$1,700.00
7040	Precinct Counter (1p/loc.)	288	\$468.00	\$134,784.00
7040	Voting Booths (5p/loc.)	1,440	\$30.00	\$43,200.00
7040	ADA Voter Terminals	288	\$300.00	\$86,400.00
7040	Laptop	288	\$75.00	\$21,600.00
7040	Provisional Bags	288	\$5.00	\$1,440.00
7040	Election Supply Carts	288	\$199.80	\$57,542.40
7040	Regional Site Computer Setup	10	\$150.00	\$1,500.00
7050	Truck Rental/Van Rental	Runners /Regional Sites		\$7,000.00
7211	Phone Lines/Bulletin Board/Internet access	Election Cell phones for Tech's and department		\$5,000.00
<b>RENTAL BUILDINGS</b>				
7010	Location Rental	various polling locations		\$35,000.00
7010	Custodial Charges	various polling locations		\$60,000.00
<b>PERSONNEL</b>				
1020	Election Department Full Time Staff (Straight Time)	Includes VR WH and Admin		\$3,000.00
1020	Dallas County Employees (Straight Time)	Election Day @ Regional Sites		\$2,000.00
1020	Traffic Control Officers	Election Night & Supply Pickup		\$6,500.00
1020	Regional Site Support	Election Night & Supply Pickup		\$14,000.00
1020	Phone Bank	Election Day		\$2,500.00
1020	Techs (19)	Election Day		\$7,500.00
1020	Delivery of Election Returns	288 Judges @ \$25.00 per delivery		\$7,200.00
1020	Election Day Judges	288 Judges @ 14 hours @ \$11.00 p/h		\$44,352.00
1020	Election Day Clerks	Approximately 865 Clerks @ 14 Hours @ \$10.00 p/h		\$121,100.00
1020	Central Count Staff (Straight Time)	Election Day		\$500.00
1020	Emergency Response Personnel	Election Day - Judges and Clerks		\$6,000.00
1050	Central Count Staff (Over Time)	Various Staff @Various Days @Various Hours @Various		\$1,000.00
1050	Dallas County Employees (Over Time)	Election Day @ Regional Sites		\$1,500.00
1050	Election Department Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$21,000.00
1050	Election Part-Time Regular Admin. (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$1,000.00
1050	Sheriff's Deputies	Various Deputies @18 Hours @Various Pay Rates		\$21,000.00
1050	Election Warehouse Full Time Staff (Over Time)	Various Staff @Various Days @Various Hours @Various Pay Rates		\$10,000.00
1050	Warehouse Part-Timers (Over Time)	6 Part-Timers @Various Hours @ \$15.54 p/h		\$5,200.00
1060	Warehouse Part-Timers (Straight Time)	6 Part-Timers @Various Hours @ \$10.36 p/h		\$10,000.00
1111	Social Security Chargeback	6.2%		\$5,000.00
1112	Medicare	1.45%		\$1,000.00
1113	PARS	1.3%		\$50.00
1150	Retirement Charge Back	10%		\$9,000.00
5590	Temporary Service	ED Corner Stone & Ad-A-Staff		\$15,000.00
<b>MILEAGE</b>				
1080	Warehouse Mileage/Gas		\$0.575	\$0.00
1080	Mileage for Deputies	3,600	\$0.575	\$2,070.00
3095	Gas	Tech Cars and Trucks		\$1,300.00
<b>SERVICE EXPENSE</b>				
5590	ES& S Support/Consulting	1	\$24,750.00	\$24,750.00
5590	ES@S L and A Testing 1 person 2 days	1	\$3,300.00	\$3,300.00
5590	ROBIS (ED Support)	2 Persons Tech Team		\$5,400.00
<b>POSTAGE / SERVICE EXPENSE</b>				
2180	Poll location letters Judge/Alt judge letters (NDSI)	Approximately 576 letters and response cards		\$4,000.00
2180	Polling location Change Cards (NDSI)	Various Locations w/ Various Voters		\$8,000.00
2170	Election Paychecks	1,400	\$0.50	\$700.00
<b>PREPARATION &amp; TRANSPORTATION OF VOTING EQUIPMENT</b>				
2910	Election Day Equipment Delivery and Pickup (Election Department Specials)	35	\$45.00	\$1,575.00
2910	Election Day Equipment Delivery and Pickup - Atlantic	288	\$72.00	\$20,736.00



<b>SUPPLY EXPENSE</b>				
<b>2880</b>	Voted Stamps	1,200	\$1.05	<b>\$1,260.00</b>
<b>2180</b>	Official Optical Scan Ballots 14" 1 sided (ES&S)	300,000	\$0.2100	<b>\$63,000.00</b>
<b>2180</b>	Test Ballots 14" 1 sided (ES&S)	8,380	\$0.2100	<b>\$1,759.80</b>
<b>2180</b>	Pre-Marked Test Ballots 14" 1 sided & additional training ballots (ES&S)	10,000	\$0.2100	<b>\$3,239.46</b>
<b>2180</b>	Official Ballot & Seal Certificate (ES&S)	828	\$3.40	<b>\$2,811.06</b>
<b>2180</b>	Blank Ballot & Seal Certificate (ES&S)	0	\$3.40	<b>\$0.00</b>
<b>2180</b>	Provisional Ballot Seal (ES&S)	828	\$3.40	<b>\$2,811.06</b>
<b>2180</b>	ADA Ballot & Seal Certificate (ES&S)	289	\$3.40	<b>\$981.16</b>
<b>2180</b>	Provisional Ballots (ES&S)	24,840	\$0.09	<b>\$2,235.60</b>
<b>2180</b>	Sample Ballots 2 per precinct 1 sided ballot (ES&S)	3,312	\$0.09	<b>\$298.08</b>
<b>2180</b>	AC Printing Expense	Election and Training Packets		<b>\$6,000.00</b>
<b>2180</b>	Judge Kits	288	\$80.00	<b>\$23,040.00</b>
<b>2880</b>	Supplies	Misc. (as needed)		<b>\$1,000.00</b>
	<b>ELECTION DAY TOTAL</b>			<b>\$950,835.62</b>

## MEMO

April 25, 2018

To: Christel Pettions, Deputy City Secretary, COCp  
Through: Toni Pippins-Poole, Elections Administrator-CERA  
From: Robert Heard, Assistant Elections Administrator  
Re: May 05, 2018 Joint Election Cost Update

The following participating subdivisions ("Entities") have withdrawn completely from the above referenced election: **City of Seagoville; Cedar Hill ISD; Duncanville ISD; Garland ISD; Richardson ISD; Sunnyvale ISD; and D. C. Park Cities MUD.** The following entities have also partially withdrawn from the election: **Dallas ISD; City of DeSoto; DCCCD and City of Irving.**

Due to these material changes in participants (cancellations), your initially estimated cost for this election will be affected accordingly. We now estimate your adjusted election cost to be **\$8,968.69** to cover your share of the elections expense. As of **04/25/2018** we have received a payment of **\$6,865.22**. Dallas County Elections Department understands that your entity has or may have already prepared or sent payments based on the initial cost estimate of **\$6,865.22**. This notice is simply to inform you of the new estimated cost so that you can plan accordingly based on final cost audit. It is not necessary for you to adjust your initial requested deposit amount at this time.

Should you have any questions regarding this information, do not hesitate to contact me at (214) 819-6334.

*difference of: \$2,103.47*