

**Cedar Hill Independent School District**  
**BOARD OF TRUSTEES**

Meeting Date: February 11, 2008

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Consider Dallas County Elections Department Contract

**Action Items**

**BACKGROUND INFORMATION:**

Saturday, May 10, 2008 is the date for the CHISD Trustee Election. The Dallas County Elections Department has held CHISD Trustee elections for over twenty years. The contract for this year's election is attached. It is essentially unchanged from last year except for date and cost estimate edits.

**RECOMMENDATION:**

Staff recommends approval of the contract with the Dallas County Elections Department for the May 10, 2008 Trustee Election.

**BOARD ACTION REQUIRED**

Motion to approve the elections contract as attached.

**POLICY AUTHORIZATION:**

BBB (Legal) (Local) - Elections

**CONTACT PERSON(S):**

L. Kim Lewis, Chief Operating Officer

**FUNDING SOURCE:**

Election costs are funded by the General Operating Budget, Function 41.

**ENCLOSURES:**

2008 Dallas County Elections Department Contract

JOINT ELECTION AGREEMENT  
AND  
ELECTION SERVICE CONTRACT  
BETWEEN  
DALLAS COUNTY

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 (COCp)  
CITY OF DESOTO (CODE)  
CITY OF DUNCANVILLE (CODu)  
CITY OF FARMERS BRANCH (COFB)  
CITY OF GARLAND (COG)  
CITY OF GRAND PRAIRIE (COGP)  
CITY OF HUTCHINS (COH)  
CITY OF IRVING (COI)  
CITY OF LANCASTER (COL)  
CITY OF MESQUITE (COM)  
CITY OF ROWLETT (CORw)  
CITY OF SACHSE (COS)  
CITY OF SEAGOVILLE (COSe)  
TOWN OF SUNNYVALE (TOS)  
CITY OF WILMER (COW)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT (DCCCD)  
DALLAS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #6 (DCWCID#6)  
WILMER UTILITY DISTRICT (WUD)  
CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT (CFBISD)  
CEDAR HILL INDEPENDENT SCHOOL DISTRICT (CHISD)  
COPPELL INDEPENDENT SCHOOL DISTRICT (CPISD)  
DALLAS INDEPENDENT SCHOOL DISTRICT (DISD)  
DESOTO INDEPENDENT SCHOOL DISTRICT (DeISD)  
DUNCANVILLE INDEPENDENT SCHOOL DISTRICT (DuISD)  
GARLAND INDEPENDENT SCHOOL DISTRICT (GISD)  
GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT (GPISD)  
IRVING INDEPENDENT SCHOOL DISTRICT (IISD)  
LANCASTER INDEPENDENT SCHOOL DISTRICT (LISD)  
MESQUITE INDEPENDENT SCHOOL DISTRICT (MISD)  
RICHARDSON INDEPENDENT SCHOOL DISTRICT (RISD)  
SUNNYVALE INDEPENDENT SCHOOL DISTRICT (SuISD)

FOR THE CONDUCT OF A JOINT ELECTION  
TO BE HELD SATURDAY, MAY 10, 2008

TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT (DCED)

1. JURISDICTION

- 1.1 Dallas County plans to hold a Local Option Election in the City of Hutchins in three (3) Dallas County voting precincts, and in the City of Wilmer in one (1) Dallas County voting precinct on May 10, 2008.
- 1.2 The Town of Addison (TOA) plans to hold a General Municipal Election on May 10, 2008 for 3 City Councilmembers at-large in 4 Dallas County voting precincts. The City of Balch Springs (COBS) plans to hold a Special Charter Amendment Election and a General Municipal Election on May 10, 2008 for City Councilmember Places 2,4,6 and a Mayoral position in 12 Dallas County voting precincts. The City of Carrollton (COC) plans to hold a General Municipal Election for City Councilmember Places 2, 4, 6 and Mayoral position on May 10, 2008 in 12 Dallas County voting precincts and 20 Denton County voting

(COckH) plans to hold a General Municipal Election on May 10, 2008 for Alderman Places 1, 2 and Mayoral position in 1 Dallas County voting precinct. The City of Coppell plans to hold a General Municipal Election on May 10, 2008 fir City Councilmember Places 1,3,5, and 7 in 11 Dallas County voting precincts and 1 Denton County voting precinct. The City of DeSoto (CODe) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 2, and 4 and a Mayoral position in 21 Dallas County voting precincts. The City of Duncanville (CODu) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Districts 2, 4 and Mayoral position in 14 Dallas County voting precincts. The City of Farmers Branch (COFB) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Place 2 and Mayoral position in 13 Dallas County voting precincts. The City of Garland plans to hold a General Municipal Election for City Councilmember Districts 1,2,4, and 5 in 42 Dallas County voting precincts and 2 Collin County voting precincts. The City of Grand Prairie (COGP) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Districts 1, 3, and City Councilmember District 7 at large in 29 Dallas County voting precincts and 1 Ellis County voting precinct. The City of Hutchins (COH) plans to hold a General Municipal Election on May 10, 2008 for two (2) City Councilmembers and Mayoral position in 3 Dallas County voting precincts. The City of Irving (COI) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 3, 5 and Mayoral position in 53 Dallas County voting precincts. The City of Lancaster (COL) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Districts 2, 4, 6 and Mayoral position in 11 Dallas County voting precincts. The City of Mesquite (COM) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 2, 3, 4 and Mayoral position in 36 Dallas County voting precincts and 2 Kaufman County voting precincts. The City of Rowlett (CORw) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 1,3,and 5 in 10 Dallas County voting precincts and 2 Rockwall County voting precincts. The City of Sachse (COS) plans to hold a General Election on May 10, 2008 for City Councilmember Places 3 and 4 in 5 Dallas County voting precincts and 2 Collin County voting precincts. The City of Seagoville (COSe) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 1, 3, and 5 in 3 Dallas County voting precincts and 2 Kaufman County voting precinct. The Town of Sunnyvale (TOS) plans to hold a General Election on May 10, 2008 for three (3) Councilmembers at-large in 1 Dallas County voting precinct. The City of Wilmer (COW) plans to hold a General Municipal Election on May 10, 2008 for three (3) City Councilmembers at-large and a Mayoral Position, in 1 Dallas County voting precinct.

- 1.2 The Dallas County Community College District (DCCCD) plans to hold on May 10, 2008 a Board of Trustee's Election for Districts 5 and 6, in 185 Dallas County voting precincts located wholly or partially within the District and Dallas County. The Dallas County Water Control and Improvement District #6 (DCWCID#6) plans to hold a Board of Directors election for three (3) Director positions on May 10, 2008 in 12 Dallas County voting precincts. The Wilmer Utility District (WUD) plans to hold a Board of Directors election for one (1) Directors position on May 10, 2008 in 1 Dallas County voting precinct.
- 1.3 The Carrollton Farmers Branch Independent School District (CFBISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 38 Dallas County voting precincts and 16 Denton County voting precincts located wholly or partially within the District. The Cedar Hill Independent School District (CHISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 19 Dallas County voting precincts located wholly or partially within the District. The Coppell Independent School District (CpISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 21 Dallas County voting precincts located wholly or partially within the District. The Dallas Independent School District (DISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Districts 2, 6, and 8 in 128 Dallas County voting precincts located wholly or partially within the District. The DeSoto Independent School District (DeISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 23 Dallas County voting precincts located wholly or partially within the District. The Duncanville Independent School District (DuISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 32 Dallas County voting precincts located wholly or partially within the District. The Garland Independent School District (GISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 67 Dallas County voting precincts located wholly or partially within the District. The Grand Prairie Independent School District (GPISD) plans to hold a Board of Education Trustee Election for Places 3 and 4 on May 10, 2008 in 41 Dallas County voting precincts located wholly within the District. The Irving Independent School District (IISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 47 Dallas County voting precincts located wholly or partially within the District. The Lancaster Independent School District (LISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Districts 4, 5 and 7 in 11 Dallas County voting precincts located wholly or partially within the District. The Mesquite Independent School District (MISD) plans to hold a

Special Bond Election and a Board of Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 47 Dallas County voting precincts located wholly or partially within the District. The Richardson Independent School District (RISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 6 and 7 in 75 Dallas County voting precincts located wholly or partially within the District. The Sunnyvale Independent School District (SuISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 1 Dallas County voting precinct located wholly or partially within the District.

- 1.5 A list of each election precinct or partial election precinct (each precinct unit) involved in the Joint Election, together with the name of the participating authority holding an election in that precinct unit, and the number of registered voters in that precinct unit, is shown in Attachment "E". DCED will forward an updated version of Attachment "E" to each participating authority showing registered voters as of the deadline for registering to vote in the election.

## 2. ADMINISTRATION

DCED agrees to coordinate, supervise and handle all aspects of administering the Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this agreement. Each participating authority agrees to pay DCED for equipment, supplies, services and administrative costs as outlined in this agreement. DCED will serve as administrator for the election; however, each participating authority remains responsible for the lawful conduct of their respective election.

## 3. LEGAL DOCUMENTS

- 3.1 Each participating authority will be responsible for preparation, adoption and publication of all required election orders, resolutions, notices and any other pertinent documents required by their respective governing bodies.
- 3.2 DCED will be responsible for making the submission required by the Federal Voting Rights Act of 1965, as amended, with regard to administration of the Joint Election. A copy of the submission will be furnished to each participating authority. Any other changes which require preclearance by the U.S. Department of Justice will be the responsibility of each participating authority. Preparation of necessary bilingual materials for notices and preparation of the text for the official ballot will also be the responsibility of each participating authority. Each participating authority will provide a copy of their respective election notices and justice submission to DCED.

4. DIRECT RECORD VOTING SYSTEM/OPTICAL SCAN

- 4.1 Each participating authority agrees that voting at the Joint Election will be by use of a direct record and optical scan voting system approved by the Secretary of State in accordance with the Texas Election Code. DCED will be responsible for the preparation of programs and the testing of the direct record system and optical scan system used for tabulating the ballots. Testing of the direct record equipment will be conducted at the Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas beginning Thursday, April 24, 2008 at 10:00 am and testing of the optical scan equipment will be conducted at the Election Equipment Warehouse, 1506 East Langdon Road, Hutchins beginning Monday, April 14, 2008 at 10:00 am, and before ballots are tabulated at the scheduled polling locations listed in Section 13 of this contract and Attachment "B" by the presiding judges. DCED agrees to establish ten (10) regional sites and a central counting station to receive and tabulate the voted ballots and provisional ballots as outlined in Section 9 of this agreement.
- 4.2 DCED agrees to provide direct record tabulators, precinct tabulators and voting booths for the Joint Election. The Gemini voting booth allocation will be based on providing one (1) Gemini for each 300 registered voters in each election precinct unit, not to exceed six (6) Gemini voting booths in any given precinct unit, one (1) ADA Terminal per location, one (1) precinct tabulator in any given precinct unit, and not to exceed at any given time eight (8) iVotronics and two (2) Master PEB's per early voting location.
- 4.3 It is estimated that \_\_\_\_\_ geminis, \_\_\_\_\_ precinct tabulators, \_\_\_\_\_ iVotronics, \_\_\_\_\_ ADA Terminals, and \_\_\_\_\_ Master PEB's will be needed to conduct the May 10, 2008 Joint Election. The cost of the direct record voting system for the election will be determined by multiplying the total number of iVotronics by \$250.00 each, ADA Terminals by \$300.00 each, and Master PEB's at no cost each. The cost for the use of the gemini voting booths will be \$35.00 each. The cost for the use of the precinct tabulators will be \$175.00 each (See Attachment "A"). It is agreed by all entities that ADA voting terminals will be used during the Joint Election in accordance with the Help America Vote Act (HAVA), and that the said terminals will be part of the Joint Election Agreement.

5. VOTING LOCATIONS

*In Packet*

- 5.1 DCED will select and arrange for the use of and payment for all voting locations, subject to the approval of each participating authority. Voting locations will be, whenever possible, the usual voting locations for the precincts. Voting precincts may be combined by mutual agreement between the participating authorities. The proposed voting locations are listed in Attachment "B" of this agreement. In the event a voting location is not available, DCED will arrange for use of an alternate location with the approval of each participating authority affected by the change. DCED will be responsible for submitting any polling location changes to the Department of Justice for pre-clearance. DCED will notify each participating authority of any changes from the locations listed in Attachment "B".
- 5.2 DCED will send each participating authority a final version of Attachment "B" which reflects the actual locations to be used on the day of the election.

6. ELECTION JUDGES, CLERKS AND OTHER ELECTION PERSONNEL

- 6.1 DCED will be responsible for the appointment of the presiding judge and alternate for each polling location subject to the approval of each participating authority. DCED shall arrange for the training and compensation of all presiding judges and clerks. The proposed election judges are listed in Attachment "C" of this agreement. If a person is unable or unwilling to serve, DCED will name a judge for the precinct and notify each participating authority affected by the change.
- 6.2 In compliance with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2000 census statistics, are required to have interpreter assistance. If a presiding judge is not bilingual and is unable to hire a bilingual clerk, DCED may make a recommendation. If DCED is unable to make a recommendation, the participating authorities shall be notified and responsible for providing a recommendation for the precinct.
- 6.3 DCED is responsible for notifying all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve. The presiding judge, with assistance from DCED, will be responsible for insuring the eligibility of each appointed clerk hired to assist the judge in the conduct of the election.

- 6.4 If a participating authority recommends a person not listed in Attachment "C", and that recommendation conflicts with the recommendation from any of the other entities involved in the election in that precinct, DCED will conduct a drawing from the recommendations to determine the election judge. Once a person has been notified of his/her selection as election judge, no changes may be made by any of the participating authorities.
- 6.5 DCED will send joint participants an updated version of Attachment "C" which reflects the names of judges who were sent the letter requesting service for this election. A final version for Attachment "C" which reflects the name of the judges who actually presided on the day of the election will be sent to each participating authority.
- 6.6 DCED will hold two (2) public schools of instruction on the use of optical scan card voting equipment, ADA terminals and election laws on Saturday, May 3, 2008 from 10am - 12pm, and Thursday, May 8, 2008, from 7pm -9pm in the Central Jury Room, Frank Crowley Courthouse, 133 N. Industrial Blvd, Dallas, Texas 75207. No election judge will be appointed unless he/she has attended an election judge training session taught by DCED in the past eighteen (18) months and on the optical scan and direct record systems. However, participating entities have requested that judges appointed for the Joint Election should attend one of the two scheduled training sessions. Election judges and clerks attending a training class on Election Law Procedures will receive a one-time stipend of \$ 10.00 for the completion of the course.
- 6.7 The election judges are responsible for picking up election supplies at the time and place determined by DCED (which will be set forth in the election judge letter requesting service for this election). Each election judge will receive \$9.00 per hour and each clerk will receive \$8.00 per hour (for a maximum of 14 hours). The election judge will receive an additional \$25.00 for picking up the election supplies prior to election day and for delivering election returns and supplies to their designated regional drop off site.
- 6.8 DCED will employ 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 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 agreed to by the participating authorities as outlined in Attachment "A". Part-time personnel working in support of the central counting station and regional sites on election night will receive pay for at least four hours, minimum call for service, regardless of the actual hours worked. (Attachment E)



7. SUPPLIES AND PRINTING

- 7.1 DCED will arrange for all election supplies and election printing, including, but not limited to, all forms, signs and other materials used by the election judges at the voting locations.
- 7.2 DCED will provide maps, if necessary, instructions and other information needed to enable the election judges to conduct a proper election.
- 7.3 Each participating authority shall furnish to DCED a list of candidates and/or propositions showing the order and the exact manner in which their candidate names and/or proposition(s) in both English and Spanish as they are to appear on the official ballot. The list will be delivered to DCED as soon as possible after ballot positions have been determined by each of the participating authorities. Each participating authority will be responsible for proofreading and approving the ballot in so far as it pertains to that authority's candidates and/or propositions.

8. OPTICAL SCAN CARD BALLOTS

- 8.1 The ballot allocation for this election is based on providing enough ballots in every reporting precinct to handle the same turnout as in comparable elections plus twenty-five percent (25%) of that number, for an original allocation of no less than 25% of the registered voters.
- 8.2 Ballot allocation for Local Option Election will be allocation in accordance to Chapter 501.104 of the Texas Election Code.
- 8.3 Additional ballots will be printed on demand to respond to any precinct requesting additional ballots.

9. RETURNS OF ELECTIONS

- 9.1 DCED will be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

9.2 The participating authorities hereby, in accordance with Section 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Manager - Bruce R. Sherbet  
Dallas County  
Elections Administrator

Tabulating Supervisor - Mary Kay West  
Dallas County Elections Dept.

Presiding Judge - David Hay  
Joint Election Rep.

9.3 The manager or his representative will deliver timely cumulative reports of the election results as precincts are tabulated. The manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies or electronic transmittals (where accessible). DCED 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. Any participating authority, upon request, may require release of returns be given only at a specified location other than from the result center. Any participating entity that would like the DCED web-site linked to their web-site, must provide their web-site address to the Central Counting Station Manager.

9.4 DCED will prepare the unofficial canvass report after all precincts have been counted, and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but in no event no later than 10:00am Monday, May 19, 2008. All participating authorities will be responsible for the official canvass of their respective elections.

9.5 DCED will be responsible for conducting the post election manual recount, unless a waiver is given from the Secretary of State in accordance with Section 127.201 of the Texas Election Code. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office. Each political subdivision must notify the Elections Department if waiver has been granted or denied twenty (20) days before the election.

## 10. ELECTION EXPENSES

- 10.1 The participating authorities agree to share the costs of administering the May 10, 2008 Joint Election. A general supervisory fee not to exceed 10% of the total cost of the election shall be assessed as authorized by the Texas Election Code, Sec. 31.100. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared according to a formula which is based on average cost per polling place (unit cost) as determined by adding together the overall expenses and dividing expenses equally among the total number of polling places. Any participants requesting a combination of polling places which exceeds the average cost (Unit Cost), shall be billed directly for any excess expenditures (supplies, equipment, personnel, etc..). The cost of any special request from a participant, which is not agreed upon by all authorities, shall be borne by that participant. Each participating authority agrees that no participant shall be billed less than minimum of one full unit cost. Each stand alone precinct shall be billed to the requesting entity at no less than twenty-five percent of the cost of a full unit \$ only if being combined with an established polling place. A stand alone precinct is created when two or more entities are located within a precinct and the participating entities are unable to agree upon a common polling place. See Attachment "A".
- 10.2 The expenses for early voting by mail and personal appearance will be paid equally by each participating authority, unless otherwise amended.
- 10.3 Final election expenses will be determined within 120 business days after the election. DCED will provide each participating authority with a final accounting in writing of all funds deposited into the Joint Election account and an accounting of all payments from the Joint Election account.
- 10.4 If additional funds are needed, DCED will bill each participating authority in accordance with the expense formula enumerated herein. Any amount remaining will be refunded accordingly to each participating authority.

11. DEPOSIT OF FUNDS

11.1 Each participating authority agrees to deposit with the Dallas County Treasurer's Office, by no later than Friday, March 21, 2008, a sum equal to 50% of the total estimated cost of election expenses to be paid to Dallas County as administrator of the Joint Election, and the remaining 50% is due by April 11, 2008; however, any participating entity may pay the total sum on or before March 21, 2008. Entities being billed for a minimum full unit cost are required to deposit total sum due no later than Friday, March 23, 2008. Such funds will be placed in a joint election account to be used by the County for paying expenses as outlined in this agreement. No funds will be expended by Dallas County except for supplies and services outlined in this agreement, or except as may be agreed to, in writing, by each participating authority. No adjustments will be made to deposits for partial withdrawals after contract has been signed by all participating authorities.

11.2 The amounts to be deposited are as follows (calculated on the basis of a cost of \$ [REDACTED] (per polling place):

	<u>March 23</u>	<u>April 13</u>
TOA	\$	
COBS	\$	\$
COC	\$	\$
COCdH	\$	
COckH	\$	
COCp	\$	
CODe	\$	
CODu	\$	
COFB	\$	\$
COG	\$	\$
COGP	\$	\$
COH	\$	
COI	\$	\$
COL	\$	\$
COM	\$	\$
CORW	\$	\$
COS	\$	
COSe	\$	
TOS	\$	
COW	\$	
DCCCD	\$	\$
DCWCID	\$	
WUD	\$	
CFBISD	\$	\$
CHISD	\$	
CPISD	\$	
DISD	\$	\$

	<u>March 23</u>	<u>April 13</u>
DeISD	\$	\$
DUISD	\$	\$
GISD	\$	\$
GPISD	\$	\$
IISD	\$	\$
LISD	\$	\$
MISD	\$	\$
RISD	\$	\$
SuISD	\$	

Total deposit                   \$  

Deposits should be delivered within the mandatory time frame to:

Joe Wells  
Dallas County Treasurer  
303 Records Building  
509 Main Street  
Dallas, Texas 75202

12. RECORDS OF THE ELECTION

12.1 Bruce Sherbet, Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

12.2 Access to the election records will be available to each participating authority 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. DCED shall ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container.

12.3 Under the law created by HB 1580, 79<sup>th</sup> Regular Session, 2005 which amended Section 66.058 (Texas Election Code), the DCED will retain election records for 60 days. After 60 days, DCED will make arrangements to deliver the Joint Election records to Dallas County Record Storage. The Joint Election records will then become the responsibility of Dallas County Record Storage for the remainder of the 22 month preservation period. Dallas County Record Storage will be responsible for the destruction of the Joint Election records after the preservation period.

13. EARLY VOTING

13.1 Bruce R. Sherbet, Elections Administrator, will be appointed as early voting clerk in compliance with Sections 271.006 of the Texas Election Code. Other deputy early voting judges/clerks will be appointed, subject to the approval of Joint Election participants, as needed to process early voting mail and to conduct early voting at the main location and branch locations. If a participating authority recommends a person not listed in Attachment "D", and that recommendation conflicts with the recommendation from any of the other entities involved in the election in that precinct, DCED will conduct a drawing from the recommendations to determine the deputy early voting judge/clerk. Once a person has been notified of his/her selection as deputy early voting judge/clerk, no changes may be made by any of the participating authorities. The recommended deputy early voting judges/clerks for the main and branch early voting locations are listed in Attachment "D".

13.2 Early voting by personal appearance will be conducted at the main and branch locations on weekdays beginning Monday, April 28, 2008, and continuing through Friday, May 2, 2008, between 8:00am and 5:00pm; Saturday, May 3, 2008 between 8:00 am and 5:00pm; Sunday, May 4, 2008, between 1:00pm and 6:00pm; Monday, May 5, 2008, and continuing through Tuesday, May 6, 2008 between 7:00am and 7:00pm.

Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or branch locations.

**MAIN EARLY VOTING POLLING PLACE:**

DALLAS COUNTY RECORDS BUILDING  
509 Main Street  
Dallas 75202

**BRANCH EARLY VOTING POLLING PLACES:**

ADDISON FIRE STATION  
4798 AIRPORT PKWY  
ADDISON, TEXAS 75240

BALCH SPRINGS CITY HALL  
3117 HICKORY TREE RD  
BALCH SPRINGS, TEXAS 75180

BARBARA BUSH MIDDLE SCHOOL  
515 COWBOYS PKWY  
IRVING, TEXAS 75063

CARROLLTON-FARMERS BRANCH ISD Admin. Bldg.  
1445 N. PERRY  
CARROLLTON, TEXAS 75006

CEDAR HILL ISD ADMIN. BUILDING  
270 S. HWY 67  
CEDAR HILL, TEXAS 75104

COCKRELL HILL CITY HALL  
4125 W. CLARENDON  
DALLAS, TEXAS 75211

COPPELL TOWN CENTER  
255 W. PARKWAY BLVD.  
COPPELL, TEXAS 75019

DALLAS COUNTY MUD #6  
13503 ALEXANDER RD.  
BALCH SPRINGS, TEXAS 75180

DALLAS ISD ADMIN BUILDING  
3700 ROSS AVENUE  
DALLAS, TEXAS 75202

DESOTO MIDDLE SCHOOL EAST  
601 E. BELTLINE RD  
DESOTO, TEXAS 75115

BRANCH EARLY VOTING POLLING PLACES cont.:

DUNCANVILLE LIBRARY  
201 JAMES COLLINS  
DUNCANVILLE, TEXAS 75116

FARMERS BRANCH CITY HALL  
13000 WILLIAM DODSON  
FARMERS BRANCH, TEXAS 75234

GISD STUDENT SERVICE CENTER  
720 STADIUM DR  
GARLAND, TEXAS 75040

GRAND PRAIRIE DEVELOPMENT CENTER  
206 W CHURCH  
GRAND PRAIRIE, TEXAS 75050

HUTCHINS CITY HALL  
321 N. MAIN ST.  
HUTCHINS, TEXAS 75141

IRVING CITY HALL  
825 W. IRVING BLVD.  
IRVING, TEXAS 75060

LANCASTER ISD ADMIN BLDG  
422 S CENTRE  
LANCASTER, TEXAS 75146

MARTIN WEISS RECREATION CENTER  
1111 MARTINDELL AVE  
DALLAS, TEXAS 75211

OUR REDEEMER LUTHERAN CHURCH  
7611 PARK LN  
DALLAS, TEXAS 75225

ROWLETT CITY HALL ANNEX  
4004 MAIN  
ROWLETT, TEXAS 75088

SAMUELL GRAND RECREATION CENTER  
6200 E GRAND AVE  
DALLAS, TEXAS 75212

SEAGOVILLE CITY HALL  
702 N HWY 175  
SEAGOVILLE, TEXAS 75159

WEST DALLAS MULTIPURPOSE CENTER  
2828 FISHTRAP  
DALLAS, TEXAS 75212

DUNFORD RECREATION CENTER  
1015 GREEN CANYON  
MESQUITE, TEXAS 75150

GARLAND CITY HALL  
200 N. FIFTH ST.  
GARLAND, TEXAS 75040

GARNER ELEMENTARY  
145 POLO ROAD  
GRAND PRAIRIE, TEXAS 75052

GRAWUWYLER PARK REC CENTER  
7780 HARRY HINES BLVD.  
DALLAS, TEXAS 75235

IRVING ARTS CENTER  
3333 N. MACARTHUR BLVD.  
IRVING, TEXAS 75061

JOSEY RANCH LIBRARY  
1700 KELLER SRINGS  
CARROLLTON, TEXAS 75006

LANCASTER REC CENTER  
1700 VETERANS MEMORIAL PKWY  
LANCASTER, TEXAS 75134

OAK CLIFF SUBCOURTHOUSE  
410 S. BECKLEY AVE.  
DALLAS, TEXAS 75203

RICHARDSON CIVIC CENTER  
411 W ARAPAHO  
RICHARDSON, TEXAS 75080

SACHSE CITY HALL  
5560 HWY 78  
SACHSE, TEXAS 75048

SANDY JACOBS GOVT. CENTER  
1029 W. ROSEMEADE  
CARROLLTON, TEXAS 75007

SUNNYVALE TOWN HALL  
127 COLLINS RD.  
SUNNYVALE, TEXAS 75182

WILMER COMMUNITY CENTER  
101 DAVIDSON PLAZA  
WILMER, TEXAS 75172

- 13.3 All requests for early voting ballots by mail that are received by participating authorities will 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 will send their voted ballots to the Dallas County Elections Department.

13.4 All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed in accordance with Section 87.001 of the Texas Election Code. Each participating authority will appoint one member to the board/committee and will notify DCED of the person's name, telephone number and address no later than March 30, 2008. The participating authorities agree to appoint Chorsia Davis as presiding judge and Bonnie Wells as alternate judge of the early voting ballot board.

13.5 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 authority.

#### 14. ELECTION REPORTS

14.1 DCED will be responsible for ensuring the delivery of the reports titled Early Voting Daily Vote Totals and Daily Early Voter Listing (Alphabetical by precinct) to each participating authority each day of Early Voting for the previous day's voting activity. On the day after the conclusion of Early Voting, a Daily Early Voter Listing by precinct report inclusive of all days of Early Voting is to be delivered to each participating authority. When possible, the Early Voters' reports will be delivered by electronic means via e-mail, facsimile, or website.

#### 15. RUNOFF ELECTION

15.1 In the event a runoff is necessary, the agreement will automatically be extended to cover the runoff, unless a participating authority states in writing before Monday, May 12, 2008 that it does not wish to participate in a joint runoff. DCED will provide each participating authority in the Joint Runoff Election with an estimate of funds to be deposited in a special joint runoff election account. The funds must be deposited no later than five (5) days after the runoff estimate figures are received from DCED.

#### 16. CONTRACT WITHDRAWAL

16.1 Any participating authority that certifies their election in accordance with Section 2.051, 2.052 and 2.053 of the Texas Election Code, may withdraw from the Joint Election contract. Any expenditure incurred prior to withdrawal shall be billed separately and that contracting authority shall be removed from the contract. An addendum to the contract shall be provided to the remaining participants no later than five (5) days after notification of all intents to withdraw have been received in writing by DCED.



17. NOTICE

17.1 Whenever this agreement requires any consent, approval notice, request or demand, it must be in writing to be effective and shall be delivered to the party intended to receive it as shown below:

If to DCED:

Bruce R. Sherbet  
Dallas County Elections Administrator  
Elections Department - Eighth Floor  
Health and Human Service Building - 2377 N. Stemmons Frwy  
Dallas, Texas 75207  
(214)819-6300

If to the Participants:

**Mario Canizares, (TOA)**  
Town Secretary/Asst. City Mgr.  
300 Beltline Road  
Addison, Texas 75240  
(972) 450-7017

**Frankie Lee, (COCdH)**  
City Secretary  
202 Cedar Street  
Cedar Hill, Texas 75104  
(972) 291-5100 ext. 1018

**Wendell Shipman, (CODE)**  
City Secretary  
111 E. Pleasant Run Rd, Ste A  
Mesquite, Texas 75115  
(972) 230-9646

**Mary Kayser, (COG)**  
City Secretary  
200 N. Fifth St.  
Garland, Texas 75040  
(972) 205-2404

**Janice Carroll, (COI)**  
City Secretary  
325 W. Irving Blvd  
Irving, Texas 75060  
(972) 721-2605

**Susie Quinn, (CORw)**  
City Secretary  
4000 Main Street  
Rowlett, Texas 75088  
(972) 412-6109

**Kathryn Dewey, (TOS)**  
City Secretary  
127 Collins Road  
Sunnyvale, Texas 75182  
(972) 226-7177

**Cindy Gross, (COBS)**  
City Secretary  
3117 Hickory Tree Rd.  
Balch Springs, Texas 75180  
(972)557-6066

**Bret Haney, (COCKH)**  
Chief Operating Officer  
4125 W. Clarendon Dr.  
Dallas, Texas 75211  
(214) 330-6333

**Dara Crabtree, (CODU)**  
City Secretary  
203 E. Wheatland Road  
Duncanville, Texas 75116  
(972) 780-5004

**Cathy DiMaggio (COGP)**  
City Secretary  
317 W. College  
Grand Prairie, Texas 75050  
(972) 237-8039

**Dolle Shane, (COL)**  
City Secretary  
211 N. Henry St.  
Lancaster, Texas 75146  
(972) 218-1112

**Terry Smith, (COS)**  
City Secretary  
5560 Hwy 78  
Sachse, Texas 75048  
(972) 495-1212 ext. 23

**Crystal Birdwell, (COW)**  
City Secretary  
128 N. Dallas Ave  
Wilmer, Texas 75172  
(972) 441-6373

**Ashley Mitchell, (COC)**  
City Secretary  
1945 N. Jackson St.  
Carrollton, Texas 750061  
(972) 466-3021

**Libby Ball, (COCp)**  
City Secretary  
255 Parkway Blvd.  
Coppell, Texas 75019  
(972) 304-3670

**Cindee Peters, (COFB)**  
City Secretary  
13000 William Dodson Pkwy  
Farmers Branch, Texas 75234  
(972) 919-2503

**Janis Daniels, (COH)**  
City Secretary  
321 N. Main Street  
Hutchins, Texas 75141  
(972) 225-6121

**Judy Womack, (COM)**  
City Secretary  
1515 N. Galloway  
Mesquite, Texas 75149  
(972) 216-6401

**Elaine Simpson, (COSe)**  
City Secretary  
702 N. Hwy 175  
Seagoville, Texas 75159  
(972) 287-2050 ext. 123

**David Hay, (DCCCD)**  
Legal Assistant/Elections Admin.  
701 Elm St.  
Dallas, Texas 75202  
(214) 860-2373

**Don Hamon, (DCWCID #6)**  
General Manager  
13503 Alexander Rd.  
Balch Springs, Texas 75180  
(972) 286-1666

**Mark Hyatt, (CFBISD)**  
Asst. Supt. of Support Svcs  
1445 N. Perry Rd  
Carrollton, Texas 75006  
(972) 968-6109

**Kim Lewis, (CHISD)**  
Associate Superintendent  
270 S. HWY. 67  
Cedar Hill, Texas 75104  
(972) 291-1581 ext. 4023

**Kay Ryon, (CpISD)**  
Secretary to Superintendent  
200 S. Denton Tap Road  
Coppell, Texas 75019  
(214) 496-8002

**Fay Matthews, (DISD)**  
Division Mgr-Board Svcs  
3700 Ross Avenue, Box 1  
Dallas, Texas 75204  
(972) 925-3741

**Ron Cagle, (DeISD)**  
Assistant Superintendent  
For Community Engagements  
200 E. Beltline Road  
DeSoto, Texas 75115  
972) 223-6666 ext.214

**Jennifer Wilson, (DUISD)**  
Chief Financial Officer  
802 S. Main  
Duncanville, Texas 75137  
(972) 708-2029 or 2011

**Curtis Culwell, (GISD)**  
Assistant Superintendent  
for Business Operations  
501 S. Jupiter  
Garland, Texas 75042  
(972) 487-3101

**Dave Crittenden (GPISD)**  
Buyer-Purchasing Dept  
2602 S. Beltline Rd  
Grand Prairie, Texas 75052  
(972) 237-5592

**Scott Layne, (IISD)**  
Assistant Superintendent  
of Support Services  
2621 West Airport Frwy  
Irving, Texas 75062-6020  
(972) 215-5400

**Joyce Brein, (LISD)**  
Asst. to Superintendent  
422 S. Centre Ave  
Lancaster, Texas 75146  
(972) 218-1400

**Michael Coffey, (MISD)**  
Assistant Superintendent  
Administrative Services  
405 East Davis  
Mesquite, Texas 75149  
(972) 882-7313

**Judy Whitenton, (RISD)**  
Exec Asst. to Asst. Supt  
Of Finance  
400 S. Greenville Ave.  
Richardson, Texas 75080  
(469) 593-0331

**Doug Williams, (SuISD)**  
Supt. of Schools  
417 E. Tripp Rd  
Sunnyvale, Texas 75182  
(972) 226-5974

17.2 MAY 10, 2008 JOINT CONTRACT ACCEPTANCE AND APPROVAL

RECOMMENDED FOR APPROVAL BY:

COUNTY DISTRICT ATTORNEY:

\_\_\_\_\_  
BRUCE R. SHERBET,  
DALLAS COUNTY ELECTIONS ADMINISTRATOR

\_\_\_\_\_  
MOIRA SCHILKE,  
STAFF ATTORNEY

ACCEPTED AND AGREED TO BY THE CEDAR HILL INDEPENDENT SCHOOL DISTRICT:

APPROVED:

ATTEST:

\_\_\_\_\_  
DAN HERNANDEZ,  
BOARD PRESIDENT

\_\_\_\_\_  
L.KIM LEWIS,  
ASSOCIATE SUPERINTENDENT