

## CONTRACT FOR ELECTION SERVICES

### BETWEEN

ELECTIONS ADMINISTRATOR OF ECTOR COUNTY, TEXAS

AND

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT

**THIS CONTRACT** is made and entered into by and between **Ector County, Elections Administrator**, the *Elections Administrator* of Ector County, Texas, hereinafter referred to as "***Elections Administrator***," and the Local Political Subdivision, **Ector County Independent School District**, hereinafter referred to as "***the District***," pursuant to the authority under Section 31.092(a) of the Texas Election Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties to this contract agree to the following with regard to coordination, supervision, and conducting of the **May 10, 2008, JOINT ELECTION**, and all subsequent elections until terminated as provided herein.

**I. RESPONSIBILITIES OF ELECTIONS ADMINISTRATOR.** The *Elections Administrator* shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

**A. Election Orders.** The *Elections Administrator* shall prepare the election order, resolution, and other pertinent election documents for adoption by the appropriate officer or governing body of the *District*.

**B. Department of Justice Preclearance.** In a timely manner, the *Elections Administrator* shall prepare and submit under the Federal Voting Rights Act of 1965 on behalf of the *District* to the United States Department of Justice all required submissions in connection with the holding of the election, including, as applicable, preclearance to change Early Voting or Election Day polling locations from those utilized in the previous election held by Ector County. Such submission may be part of a joint submission made by the *Elections Administrator* on behalf of other local political subdivisions with which she has contracted to perform election services for the same election date.

**C. Voting Locations.** The *Elections Administrator* will select and arrange for the use of and payment for all voting locations. The *Elections Administrator* will provide notice of the locations selected to the *District* for approval. Voting locations will be, whenever possible, the usual voting locations for the precincts. In the event a voting location is not available, the *Elections Administrator* will arrange for the use of an alternate location with the approval of each participating authority. In the event polling locations may be consolidated, the *Elections Administrator* will send a list of locations for the approval of the *District*.

**D. Election Judges, Clerks, and Other Election Personnel.** The *Elections Administrator* will be responsible for the appointment of the presiding judge and alternate for each polling location, subject to the approval of each participating *District*. In accordance with Section 32.009 of the Texas Election Code, the *Elections Administrator* will be responsible for notifying the presiding judge and alternate for each polling location. The *Elections Administrator* will send the *District* an updated list of judges and alternates who will preside on the day of the election. The *Elections Administrator* will send a letter of appointment to each judge and alternate with the dates and time for training and picking up election supplies. Each election judge will receive \$7.50 per hour and each clerk will receive \$7.00 per hour (for maximum of 14 hours), the election judge will receive an additional \$15.00 for delivering the ballots and supplies to the central counting station after the polls close, and \$10.00 for attending training. If alternate judge accompanies the judge in delivery of ballots and supplies on election night the delivery fee will be \$7.50 each. Attendance for training sessions will be mandatory for election judges and alternates. The *Elections Administrator* will employ other workers if necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, and ensure the timely delivery of supplies and equipment during the period of early voting and Election Day. Any election fees under this contract may be

agreed upon by both parties without having to amend this contract. The *Elections Administrator* will provide 60 days notice of any change in fees to the *District* to be agreed upon by the parties. The current fee schedule is attached as Exhibit "A".

**E. Assistance in Providing Bilingual Clerks.** In compliance with Section 272.009 of the Texas Election Code, the *Elections Administrator* will be responsible for recruiting the required number of bilingual workers; requested by the Department Of Justice. The *Elections Administrator* may ask the *District* for assistance if unable to find the sufficient number of bilingual workers for the election.

**F. Supplies and Printing.** The *Elections Administrator* will arrange for all election supplies, including, but not limited to ballots, sample ballots, test ballots, signs and other materials used by the election judges at the voting location. The *District* will furnish the *Elections Administrator* with a list of candidates and/or propositions showing the order and the exact manner in which their names and/or proposition(s) are to appear on the official ballot. The list will be delivered to the office of the *Elections Administrator* as soon as possible after the participating authority has determined ballot positions. The *District* will be responsible for proofreading and approving the ballot. The *Elections Administrator* will be responsible for having the voting hardware and sample ballots and other Election Day supplies ready for each precinct judge to pick up for use on Election Day.

**G. Contracting with Third Parties.** In accordance with Section 31.098 of the Texas Election Code, the *Elections Administrator* is authorized to contract with third persons for elections services and supplies. The cost of such third-person services and supplies will be paid by the *Elections Administrator* and reimbursed to her by the *District* within 30 days of the election.

**H. Election School (s).** In accordance with Section 32.111 and 125.009 of the Texas Election Code, the *Elections Administrator* shall be responsible for conducting (or for having third parties conduct) one or more, in her discretion, election schools. In the election school the *Elections Administrator* will train the presiding judges, alternate judges, election clerks and Early Voting deputies in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections including qualifying voters. The *Elections Administrator* shall determine the date, time, and place for such school(s) and notify the presiding judges, alternates, and clerks of such. The *Elections Administrator* may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. The *District* agrees that the *Elections Administrator* cannot guarantee that the judges, clerks, or deputies will attend an election school. Attendance for training sessions will be mandatory and the judges and alternates will be compensated \$10.00 for attending the training.

**I. Publication and Posting of Election Notice.** The *Elections Administrator* shall be responsible for preparing the required election notice under Section 4.003(a) (1) of the Texas Election Code and having such notice published *once* in an appropriate newspaper and at a competitive price. The *Elections Administrator* shall submit a draft notice to the *District* to verify the correctness of the information in the notice. The *District* shall also be responsible for posting the election notice at their location(s).

**J. Election Supplies.** The *Elections Administrator* shall procure, prepare, and distribute to each presiding judge (or the election worker designated by the presiding judge) for use at the polling location on Election Day (and to the Early Voting clerks during Early Voting) the following consumable election supplies: election kits from third-party vendors or the equivalent (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62 and Subchapter B of Chapter 66 of the Texas Election Code); pens; tape; markers; paper clips; seals; sample ballots; white envelopes; file folders; manila envelopes; thermal paper rolls for use in the Judge's Booth Controllers (JBCs); batteries for use in the JBCs and eSlate booth; tacks, and all consumable type office supplies necessary to hold an election. If necessary, the *Elections Administrator* may purchase additional or make additional copies of election forms, including sample ballots, and poll lists and signature rosters.

**K. Election Equipment.** The *Elections Administrator* will use the Direct Record Electronic (DRE) voting system and the mail ballot system purchased by Ector County, Texas, from Hart InterCivic, Inc. ("Hart") for the election. This voting system maybe referred to throughout this contract as "the voting system", "the DRE voting system"

or the “the voting equipment; and includes the equipment referred to as “eSlate booth” and “Judge’s Booth Controllers” (JBCs). The Early Voting locations and the Election Day polling places will have at least one voting machine that is accessible to disabled voters

1. The *Elections Administrator* or her designee shall program the ballot for the voting system (as well as for the mail ballots) based on the information provided by the *District*, including names of the Candidates, names of the offices sought, order of names on the ballot, and the English and Spanish translation of the offices and any propositions. The *District*, shall reimburse the *Elections Administrator* its proportionate share of the cost of such programming. The *Elections Administrator* shall provide a draft for *District*, to verify for corrections before it is finalized.

2. The *Elections Administrator* or her designee shall prepare and seal the JBCs and eSlates for Early Voting and Election Day. The JBC and eSlates will be distributed appropriately to the presiding judge or the election worker designated by her and who picks up the election supplies. The JBCs and eSlates along with the election supplies, transport bags, election records, and unused election supplies will be returned to the *Elections Administrator* at the conclusion of the election by the presiding judge or the election worker designated by her.

**L. Logic and Accuracy Testing.** The *Elections Administrator* (along with the tabulation supervisor and the presiding judge of the central counting station) shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Secretary of State. The *Elections Administrator* shall also publish any required notice of such testing. The *District* shall reimburse the *Elections Administrator* for its proportionate share of the cost of such testing and notice.

**M. Early Voting.** In accordance with Sections 31.096 and 31.097(b) of the Texas Election Code, the *Elections Administrator* will serve as Early Voting Clerk for the election. The *Elections Administrator* shall conduct early voting at her main office, 1010 E. 8<sup>th</sup> St. Odessa, Texas, 79761.

1. The *Elections Administrator* shall supervise and conduct Early Voting by mail and personal appearance and shall hire no more than six workers to serve as Early Voting deputies at the main office.

2. Early Voting by personal appearance for the election shall be conducted during the hour and time period as required by law. The *Elections Administrator* shall ensure that the Early Voting polling location is set up for early voting and has the necessary tables, chairs, and voting equipment.

3. If requested by the *District*, the *Elections Administrator* shall deliver or fax to the *District* the next business day, copies of the roster of early voters from the previous day. The cost of such delivery and faxing shall be reimbursed to the *Elections Administrator* by the *District*.

4. The *Elections Administrator* may receive mail ballot applications on behalf of the *District*. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the *Elections Administrator* or her deputies at the office of the *Elections Administrator*.

5. All Early Voting ballots cast by mail shall be secured and maintained by the *Elections Administrator* and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the central counting station.

**N. Number of Early Ballot Board.** Section 87.001 of the Texas Election Code, mandates that and Early Ballot Board must be established. It is agreed by the *Elections Administrator* and the board shall consist of three members; a presiding judge and two clerks appointed by the presiding judge. With accordance a Central Counting Station must be established at the main office of the *Elections Administrator*, 1010 E. 8<sup>th</sup> St., Odessa, Texas, for counting all ballots.

**O. Counting the Votes.** The *Elections Administrator* shall count the votes in accordance with Chapter 127 of the Texas Election Code. The *Elections Administrator* shall serve as the Central Counting manager and her chief deputy will serve as the tabulation supervisor.

**P. Election Reports.** The *Elections Administrator* shall prepare the unofficial tabulation of precinct election results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of early voting precinct results shall be made available to the *District* as soon as they are prepared but no earlier than 7:05pm or the time by which all polling locations close on Election Day at a location to be established by the Representatives listed in **GENERAL PROVISIONS** below. The unofficial tabulation of Election Day precinct results be made available to the *District* as soon as they are prepared at a location to be established by the Representatives listed in **GENERAL PROVISIONS** below.

**Q. Provisional Votes Sec. 15301 (a) of the Texas Election Code.** The *Elections Administrator* will deliver the provisional voting affidavits to the appropriate voter registrar deputy the next business day after the Election Day so that the voter registrar deputy may provide factual information on the provisional voter status. The *Elections Administrator* will reconvene the Early Ballot Board. Within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes.

**R. Determination of Mail Ballots Timely Received** The Early Ballot Board will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots. Promptly after determination of the provisional votes and resolution of any such mail ballots, the *Elections Administrator* will tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulation and submit new unofficial tabulation to the *District*.

**S. Election Records.** After completion of the unofficial tabulation of precinct results, the *Elections Administrator* shall distribute the election records to the *District*, except for those records that must be distributed to the Voter Registrar, in accordance with Section 66.051 of the Texas Election Code. The *Elections Administrator* is hereby appointed the custodian, of all voted ballots and DVD backup and shall preserve them in accordance with Chapter 66 of the Texas Election Code, and other applicable law. The *Elections Administrator* shall also maintain custody of the records pertaining to operation of the JBCs and eSlates.

Access to the election records or copies of such records will be available as soon as possible after a request at no cost to the *District* \_\_. This information will be made available to the public upon request in accordance with the Texas Public Information Act, Chapter 552, and Government Code. At the *Elections Administrator* department, 1010 E. 8<sup>th</sup> St. suite 200, Odessa, Texas at any time during normal business hours. The Election Administrator shall ensure that the records are maintained in an orderly manner so that records are clearly identifiable and retrievable.

Records of the election will be retained and disposed of in accordance with the records retention schedules which may have been adopted by each participating authority, and in accordance with the provision of Title 6, Subtitle C. Chapters 201 through 205, Texas Local Government Code, including the minimum retention requirements established by the Texas State Library and Archives Commission. If records of the election are involved in any pending election contest, investigation, litigation, or Texas Public Request, the *Elections Administrator* shall maintain the records until final judgment, which ever is applicable. It is the responsibility of any participating authority to bring to the attention of the *Elections Administrator* any notice of any pending election contest, investigation, litigation, or Texas Open Records Request which may be filed with a participating authority.

**T. Recount.**

1. If required by law, the *Elections Administrator* shall have performed a partial count of electronic voting system ballots in accordance with Section 127.201 of the Texas Election Code and a recount in accordance with Section 129.001 of the Texas Election Code. The *District* shall reimburse the *Elections Administrator* for the cost of such count and recount.

2. If a recount is required in accordance with Title 13 of the Texas Election Code, the *Elections Administrator* shall conduct such recount and the terms of this contract shall govern such recount. The cost of any such recount is to be reimbursed to the *Elections Administrator*.

U. **Runoff Election.** In the event a runoff election is necessary for any participating authority, the agreement will automatically be extended to each participating authority that states in writing before the third working day after the regular election, that it does not wish to participate in the runoff election. The *Elections Administrator* will provide the *District*, an estimate of the cost of the runoff election. The final election expenses will be determined within 10 days after the election. The County *Elections Administrator* will provide a final accounting in writing of all expenses. This provision shall not apply to the Ector County Independent School District since it does not have runoff elections.

## II. PAYMENT

A. **Reimbursable Costs and Expenses.** In accordance with Section 31.100(b) of the Texas Election Code, the *District* shall pay the *Elections Administrator* its proportionate share of the actual expenses she incurs directly attributable to the election, including without limitation, the following: supply costs, newspaper notice publication expenses, wages and salaries of Early Voting deputies, wages and salaries of Election Day polling place workers, wages and salaries of members of Early Voting Ballot Board the central counting station presiding and alternate judges and workers, the cost of the hours spent programming the ballot for the DRE voting equipment, and the cost of preparing and conducting the Logic and Accuracy (L&A) Testing. The expenses include the transportation of the voting equipment to polling location and from polling locations to central counting station, the cost of Election Day; trouble shooters and technical support, tabulation and production of unofficial reports. The *District*, shall also reimburse to the *Elections Administrator* for any over time hours at time and half for *Elections Administrator* staff for programming the DRE ballot, and the Logic and Accuracy testing and Election Day services. The *Elections Administrator* will provide 60 days notice of any change in fees to the *District* to be agreed upon by the parties. The current fee schedule is attached as Exhibit "A"

B. **Administrative Fee.** In accordance with Section 31.100(d), the *District* shall pay the *Elections Administrator* an administrative fee in the amount of 10% of the total cost of the contract (but not less than \$75.00) to cover the services performed by the *Elections Administrator* and her staff, other than the programming of the DRE ballot, and the L&A testing, and the Election Day services. This fee is addition to the costs of the administrative fee. In the event the services are provided for a joint election, the cost shall be equally prorated between the participating entities. A runoff election shall be treated as a separate election. If an increase in fee is approved by the state, the fee may be changed without amending this contract with a 60 day notice to the *District* and the other parties and with approval by all parties who have entered into this agreement without amending this contract.

### C. **Billing.**

1. Within 10 days, the *Elections Administrator* will submit an itemized invoice to the *District* for actual costs and expenses directly attributable to the coordination, supervision, and conducting of the election and incurred or promised on behalf of the *District*, by the *Elections Administrator*, as the *Elections Administrator's* administrative fee under Section 31.100(d) of the Texas Election Code, as specified in paragraph 2 section A; cost and expenses for which reimbursement is sought shall be supported by appropriate documentation.

2. Pursuant to section 123.032 of Election Code, the *Elections Administrator* may charge up to 10% of the purchase price for each day the equipment is leased as a user fee. For each eSlate, accessible eSlate and JBC placed in service at polling location and Early Voting polling location, our fee of 5% will be charged for each piece of equipment. The fee is \$150.00 for each piece of equipment. The *District* will pay its proportionate share. **"Note" this fee will increase by \$25.00 per year starting in the year of 2009 but will not exceed \$300.00.** This fee increase is due to maintenance and repair to equipment as needed.

3. To the extent that the costs and expenses are incurred in connection with a polling location used by more than one local political subdivision, such as (without limitation) the cost of renting a polling location and voting equipment, programming the voting equipment, Logic & Accuracy Testing of the voting equipment, and wages and salaries of election workers, delivery cost as well as election day support will be divided equally among the local political subdivisions using a common polling location.

**D. Payment.** The *Elections Administrator's* invoice(s) shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the *District*. If the *District* disputes any portion of the invoice, the *District* shall notify the *Elections Administrator* within 30 day period or the invoice will be deemed to be a true and accurate rendering of the amount that is due.

### III. GENERAL PROVISIONS

**A. Nontransferable Functions.** Nothing in this contract shall authorize or permit a change in:

1. the authority with whom or the place at which any document or record relating to the election is to be filed;
2. the place at which any function is to be carried out;
3. the officers who conduct the official canvass of the election returns;
4. the authority to serve as custodian of voted ballots or other election records; or  
any other nontransferable function specified under Section 31.096 of the Texas Election Code.

**B. Joint Elections.**

1. The parties acknowledge that the following other local political subdivisions located wholly or partly within **Ector** County will be holding an election at the same time as the *District*, on **May 10, 2008** unless one or more such local political subdivisions cancels its election in accordance with Section 2.053 of the Texas Election Code:

City of Odessa  
Ector County Independent School District  
Ector County Hospital District  
Odessa College

2. The *District* does hereby agree to hold a joint election under Section 271.002 of the Texas Election Code with the other local political subdivision(s) that is (are) also holding an election on **May 10, 2008**, in all or part of the same territory.

3. In the event of such a joint election, the *District* does hereby agree to share equally, in the expense of the compensation of election workers and early voting deputies at such joint elections locations, the cost of the DRE voting equipment at such joint locations, and the cost of any other elections services in connection with such joint election locations (such as the DRE programming, logic and accuracy testing, and Election Day support from the *Elections Administrator* that cannot be readily attributable to just one local political subdivision.

4. The parties also acknowledge, and the *District* does hereby give its consent, that the other *local subdivisions* may have candidates and/or propositions appearing on the same ballot with those of *District*. They also acknowledge, and the *District* does hereby give it consent, that the *local subdivisions* may use one or more of the same early voting locations and the services of the early voting deputies there and one or more of the same Election Day polling locations and the services of the elections workers there. The *Elections Administrator* agrees that she/he will charge only once for the compensation paid to the election workers and early voting deputies and the use of the equipment at a shared polling location, and divide the charges equally among the local political subdivisions using the same Early Voting or Election Day polling location.

5. The parties also agree to be bound by these terms and conditions to Joint Elections for all subsequent elections until such time as this contract is terminated.

**C. Cancellation of Election.** If the *District* cancels any election pursuant to Section 2.053 of the Texas Election Code, the *Elections Administrator* shall only be entitled to receive (1) the actual expenses incurred by the *Elections Administrator* before the date of cancellation in connection with the election, and (2) an administrative fee of \$75.00. The *Elections Administrator* shall submit an invoice for such expenses within 10 days of the cancellation notice. The *Elections Administrator* agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the *District* authorizes such major costs in advance in writing. The *District* acknowledges that one or more of the other *local political subdivisions* in *Ector County, Texas* with which it intended to conduct a *joint election* or share election costs may cancel its election in accordance with Section 2.053 of the Texas Election Code.

In such event, the *District* will remain responsible for the amount stated in the invoice.

**D. Contract Copies to Treasure and Auditor.** In accordance with Section 31.099 of the Texas Election Code, the *Elections Administrator* agrees to file copies of this contract with the County Clerk, County Treasurer; of Ector County, Texas and the County Auditor of Ector County, Texas.

**E. Chargeable Election Expenses.** In accordance with Section 31.00 of the Texas Election Code, only the actual expenses directly attributable to the contract may be charged, including *Elections Administrator's* administrative fee.

**F. Representatives.** For purposes of implementing this contract and coordinating activities hereunder, the *Elections Administrator* and the *District* designate the following individuals, and whenever the contract requires submission of information or documents or notice to the *Elections Administrator* or the *District*, respectively, submission or notice shall be to these individuals:

#### **For the Elections Administrator:**

Mitzi Scheible  
Elections Administrator  
Office of ECTOR County Elections Administrator  
1010 E. 8<sup>th</sup> Street  
Odessa, Texas 79761  
Tel: (432) 498-4030  
Fax: (432) 498-4009  
Email: [scheimk@co.ector.tx.us](mailto:scheimk@co.ector.tx.us)

#### **For the District:**

\_\_\_\_\_(name)  
\_\_\_\_\_(title)  
Ector County Independent School District  
802 N. Sam Houston  
Odessa, Texas 79761  
Tel: (432) \_\_\_\_\_  
Fax: (432) \_\_\_\_\_  
Email: \_\_\_\_\_

Neither of these individuals has authority to amend this contract or vary its terms.

**G. Term.** The Elections Administrator agrees to provide the election services specified under this contract for the *District* and the *District* agrees to use such services for all of its elections. This contract shall commence on January 1, 2008, and shall continue until either of the parties provides the other party with written notice of termination. Notice of termination must be delivered on or before July 1 of any year and the termination shall be effective for the next fiscal year starting October 1.

Executed this the \_\_\_\_ day of \_\_\_\_\_, 2007.

*“Elections Administrator”*

ECTOR COUNTY ELECTIONS ADMINISTRATOR

By: \_\_\_\_\_  
Mitzi Scheible, Elections Administrator

Date: \_\_\_\_\_

*“District”*

ECTOR COUNTY INDEPENDENT SCHOOL  
DISTRICT

By: \_\_\_\_\_  
(name, title)

Date: \_\_\_\_\_



## EXHIBIT "A"

### *Ector County Elections Administration Department Fee Schedules*

#### **Voting Equipment Rental Rates**

##### Early Voting

JBC (Judge's Booth Controller)	\$150.00 each
DAU eSlate (Disabled Access Unit)	\$150.00 each
eSlate voting units	\$150.00 each

##### Election Day

JBC (Judge's Booth Controller)	\$150.00 each
DAU eSlate (Disabled Access Unit)	\$150.00 each
eSlate voting units	\$150.00 each

Pursuant to Section 123.032 of Election Code states we may charge up to 10% percent of the cost of equipment. The fee above is only 5%, but it will increase by \$25.00 per year starting in the year 2009 due to maintenance and supplies for the equipment.

#### **Electronic Voting System Programming and Testing**

##### General Election –

Programming, Logic & Accuracy Testing, Public Test and Tabulation for  
Early voting & Election Day.

(Two staff members programming, testing and tabulation) \$2,000.00

Run-off \$1,000.00

IT Support Personnel (Election Day & night) \$ 600.00

Election Day Trouble Shooters- They have assigned polling location and check  
locations thru out the day for any problems or in need of assistance.

It will be 2 or 3 trouble shooters depending on the number of polling location  
that are open for the election. \$ 10.50 per hr.

**Election Packets & Supplies** (one packet per polling location) \$ 35.00 each

Early Voting & Election Day

Labels

Reconciliation logs,

Paper for mail ballots

Paper for reports

Distance Markers

English & Spanish posters (are required by state to post)

Voter applications

Statement of Residence forms

## EXHIBIT "A"

### **Continuation of Election Packets & Supplies**

Paper for Poll books  
Poll list  
Name tags  
Pens & pencils

### **Early Voting (conducted by Ector County Elections)**

Includes computer, printers, Phone lines & modems Early voting Kit (same as above) Utilities Signs	\$1,000.00 site
Early Voting by mail packets (postage, ballot, instructions & 3 envelopes	\$ 1.50 each

### **Miscellaneous Services**

Copies	.10 cents per page
Early Voting labels	.02 cents each
Notices of Public Test & other Notices	actual charges
Postage	actual charges
Transport voting equipment	actual charges
Phone charges for Election Day	actual charges

### Additional Charges are:

10% Administrative Fee  
Election Night Security  
Compensation for all Early & Election Day workers  
Compensation for any other personnel if needed (as help in delivery of voting equipment and Election Day).  
Overtime pay for *Elections Administrator* staff  
Misc. fees

### **IMPORTANT NOTES**

- Early Voting equipment will not be used for Election Day voting.
- The fees for contract services do not include personnel.
- An administrative fee of 10% of the actual cost incurred will be added to each contract for general supervision of the election, pursuant to Texas Election Code, Sec. 31.100

### **JOINT ELECTIONS:**

All fee's and service will be divided equally and according to number of Polling Location are used for each entity.

Estimated cost of a election from \$12,000.00 to 20,000.00