



## **AGENDA MEMO**

### **2/4/2014 Agenda**

**TO:** Honorable Mayor and City Council

**FROM:** Liz Spector, City Secretary

**SUBJECT:** Consider an ordinance calling the May 10, 2014 General Municipal Election and giving authority to enter into an election services contract with the Dallas County Elections Administrator

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#### **BACKGROUND:**

A General Election is being ordered for Saturday, May 10, 2014 to elect a mayor and four councilmembers for two-year terms. The Election Day polling place will be at Highland Park Middle School, 3555 Granada, in University Park from 7:00 a.m. to 7:00 p.m. Early Voting will be conducted at City Hall from April 28 through May 6. This ordinance also authorizes the Mayor and City Secretary to execute a joint election agreement and election services contract with Dallas County Elections Administrator. At the request of the Dallas County Elections Department (DCED), all Park Cities entities (HPISD, DCPCMUD and the Town of Highland Park) will be on the countywide joint election contract with all other Dallas County cities, towns, school districts and utility districts which are contracting with the county.

The contract authorizes DCED to coordinate, supervise and handle all aspects of the joint election including but not limited to equipment and all mandatory equipment testing, supplies, services including appointment of election workers and administrative costs. The City is responsible for preparation, adoption and publication of all required election orders, resolutions or notices. The City Secretary will request pre-clearance from the Department of Justice as required.

The cost of the election will be shared by all participating entities based on population. An amount equal to one-half of the estimated total must be deposited with the Dallas County Treasurer prior to the Election. Currently, Dallas County has not provided a cost estimate for the 2014 Election however, the previous General Election of May 12, 2012, was contracted with Dallas County for a total cost of \$7,071.41. I anticipate the cost for the upcoming election to be comparable. Dallas County has called a joint meeting with all participating entities February 3, 2014 wherein a copy of the contract will be provided. I will have copies of that contract available for the Council's review prior to the Council Meeting on Tuesday.

#### **RECOMMENDATION:**

Staff recommends adoption of this ordinance, calling the May 10, 2014 General Municipal Election and giving the Mayor and City Secretary authority to accept the terms of the contract generally and approve any non-substantive changes that may occur with the Dallas County Elections Administrator for assistance in conducting the joint election.