

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Municipal Clerk
AGENDA DATE: February 12, 2008
CONTACT PERSON/PHONE: Richarda Duffy Momsen, 541-4127
DISTRICT(S) AFFECTED: District No. 3

SUBJECT: That the City Manager be authorized to sign a contract between the City of El Paso and Javier Chacon, County Elections Administrator of El Paso County, at an presently estimated cost of \$29,813.00 to provide election services and equipment for the May 10, 2008 City Special Election; that the City Manager be authorized to sign amendments to the contract to include revising the estimated election costs due to changes in the calculations based joint election cost sharing; and that the City Manager be authorized to sign an additional contract with Javier Chacon for the conduct of a runoff election, if necessary.

BACKGROUND / DISCUSSION: The District No. 3 position on the City Council became vacant on January 2, 2008, by operation of law when Representative Lozano announced his candidacy for an elected office in the County. The next established uniform election date is May 10, 2008. The Resolution calling for the election includes a finding that holding the special election on this date best serves the rights and interests of the qualified voters in the election, as are accorded by federal law.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

Yes, for City elections.

AMOUNT AND SOURCE OF FUNDING:

Estimated at between \$30,000 and \$40,000.

General Fund 01101
Municipal Clerk 11010009
Election Contracts 502203

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a contract between the City of El Paso and Javier Chacon, County Elections Administrator of El Paso County, at a presently estimated cost of \$29,813.00 to provide election services and equipment for the May 10, 2008 City Special Election; that the City Manager be authorized to sign amendments to the contract to include revising the estimated election costs due to changes in the calculations based joint election cost sharing; and that the City Manager be authorized to sign an additional contract with Javier Chacon for the conduct of a runoff election, if necessary.

ADOPTED this 12th day of February 2008.

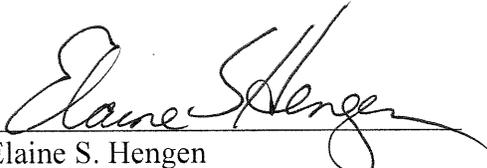
CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Elaine S. Hengen
Senior Assistant City Attorney

CITY CLERK DEPT.
08 FEB - 6 PM 4:54

CITY CLERK DEPT.

STATE OF TEXAS

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CONTRACT FOR ELECTION SERVICES

COUNTY OF EL PASO

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***THIS CONTRACT**, made this 23rd day of January 2008 by and between the **CITY OF EL PASO** hereinafter called **CITY** and **JAVIER CHACON**, County Elections Administrator of El Paso County, Texas hereinafter called **Contracting Officer**, pursuant to V.A.T.S., Election Code, Sec. 31.091, witnesseth:*

1. **RECITALS.** *The Contracting officer is the County Election Administrator of El Paso County, Texas, and is the County Officer in charge of election duties. The **CITY** is a political subdivision situated wholly within El Paso County, Texas. The **CITY** and the Contracting Officer have determined that it is the public interest of the inhabitants of the **CITY** that the following contract be made and entered into for the purpose of having the Contracting Officer furnish to the **CITY** certain election services and equipment needed by the **CITY** on May 10, 2008, in connection with the holding of a **CITY OF EL PASO SPECIAL ELECTION (DIST. #3)**. Electronic voting equipment (Touch Screen) is to be used.*

2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** *The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:*

(a) *Prepare lists of persons to recommend for appointment as presiding election judges, alternate judges, and the judge of the central counting station; recruit and train the judges and clerks; and arrange for the use of polling places.*

(b) *Procure and distribute election supplies, and distribution of ballots.*

(c) Assemble and edit lists of registered voters to be used in conducting the election, in conformity with the boundaries of the CITY and the election precincts established for the election.

(d) Procure, prepare, and distribute election equipment, transport equipment to and from the polling places, and issue election supplies to the precinct judges.

(e) Supervise the conduct of early voting and supply personnel to serve as deputy early voting clerks.

(f) Publish notice of the date, time and place of a school of instruction for election judges and clerks, and conduct such school of instructions.

(g) Arrange for use of central counting station and for the tabulating and personnel and equipment needed at central counting station and assist in preparation of programs and test materials for tabulation of the ballots to be used with electronic voting equipment.

(h) Publish legal notice of the date, time and place of the testing of the electronic tabulating equipment and conduct such testing.

(i) Provide for the storage of election records as provided by law.

(j) Supervise the handling and disposition of election returns, voted ballot cards etc. and tabulate unofficial returns and assist in preparing the tabulation for the official canvass.

(k) Provide information services for voters and election officers,

(l) Assist in providing general overall supervision of the election and provide advisory services in connection with the decisions to be made and action to be taken by officers of the CITY who are responsible for holding the election.

3. **DUTIES AND SERVICES OF CITY.** The CITY shall:

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- (a) *Establishing the precinct and polling places.*
- (b) *Prepare all election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate CITY officer or body, and take all actions necessary under law for calling the election, appointing the presiding judges, alternate judges, judge of the central counting station, and other election officers, establishing precincts and polling places, handling contests, canvassing the returns and declaring the results.*
- (c) *Approve the tabulating supervisor and assistants and central counting station manager, recommended by the Contracting Officer.*
- (d) *Prepare and publish in the official City newspaper or post all required election notices.*
- (e) *Deliver to the Contracting Officer as soon as possible but not later than twenty nine days before the elections, the names that are to be printed on the ballot or ballot labels with the exact form and spelling that is to be used.*
- (f) *Provide the services necessary to translate any election document into Spanish.*
- (g) *Pay any additional costs incurred by the Contracting Officer if a recount for said election is required, or the election is contested in any manner.*
- (h) *Return all surplus election supplies to the Contracting Officer.*
- (i) *Prepare any submission on voting changes made by the City to be submitted to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.*
- (j) *The City will pay 75% of estimated cost before Election Day (as per County Commissioners Court Order). Pay the Balance of conducting said election, within thirty days from*

the date of billing.

4. **COST OF SERVICES.** *The CITY shall share expenses with EPCC, YISD accordingly for the above services, supplies and equipment in accordance with the following estimated cost schedule (EXHIBIT "A") which is mutually agreed and will have a joint election.*

5. **GENERAL CONDITIONS.**

(a) *Nineteen (19) polling places within **El Paso City Limits** will be used.*

*Three (3) early voting stations will be used for the election and such other branch early voting polling places as may be maintained by the County of Elections Administrator including Mobile Voting. The CITY shall share expenses with **E.P.C.C., Y.I.S.D.**, for seven polling places and pay full costs for fourteen polling places.*

(b) *El Paso County Elections Dept. has contracted with seventeen entities, which will be programmed into one touch screen system. During early voting a voter will be eligible to vote at any one of our early voting or mobile voting locations. You will be billed for areas within your entity and share with entities accordingly.*

(c) *Nothing contained in this contract shall authorized or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed. Or in the place at which any function of the canvass of the election return is held or in the officer to service as custodian of voted ballots or other election records.*

(d) *The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of El Paso County.*

CITY OF EL PASO

JOYCE WILSON, CITY MANAGER

ATTEST

**Richarda Duffy Momsen,
City Clerk**

APPROVED AS TO FORM:

Assistant City Attorney

COUNTY ELECTIONS DEPARTMENT

JAVIER CHACON, ELECTIONS ADMINISTRATOR

CITY CLERK DEPT.
08 FEB - 8 PM 1:33

COUNTY OF EL PASO ELECTIONS DEPARTMENT

500 E. SAN ANTONIO # 402

EL PASO, TEXAS 79901

(915) 546-2154

FAX (915) 546-2220

CITY CLERK DEPT.

08 FEB -6 PM 1:44

January 28, 2008

EXHIBIT "A"

CITY OF EL PASO ELECTION
MAY 10, 2008

PAYROLL:

EARLY VOTING	\$ 8,280.00
TEMPORARY HELP (2 X 10 DAYS X 8 HRS X 8.00).....	\$ 640.00
CENTRAL COUNTING STATION	\$ 820.00
TABULATING PERSONNEL	\$ 400.00
ELECTION DAY PAYROLL.....	\$ 9,800.00
DELIVERY.....	\$ 490.00

OTHER EXPENSES:

PRINTING OF BALLOT (MAIL & PROVISIONAL).....	\$ 300.00
PUBLICATION OF NOTICES	\$ 38.00
1 CENTRAL COUNTING STATION KIT.....	\$ 25.00
AUTO/TABULATING EQUIPMENT/SOFTWARE/SUPPLIES	\$ 2,000.00
PRECINCT KITS/ELECTION DAY.....	\$ 665.00
PRECINCT BALLOT BAGS/ELECTION DAY.....	\$ 38.00
TOUCH SCREEN VOTING MACHINES/ELECTION DAY	\$ 1,900.00
TOUCH SCREEN VOTING MACHINES/EARLY.....	\$ 450.00
EARLY VOTING KIT.....	\$ 35.00
ELECTRIC BILLS FOR EARLY VOTING.....	\$ 280.00
POSTAGE/STATIONERY/CHECKS.....	\$ 75.00
PRECINCT CARDS (SMART CARDS).....	\$ 180.00
INTERNET CONNECTIONS (EARLY VOTING).....	\$ 75.00
ENCODERS FOR TOUCH SCREENS.....	\$ 38.00
PARKING GARAGE CHARGE FOR JUDGES & CLERKS	\$ 42.00
DELIVERY & PICKUP OF TOUCH SCREENS.....	\$ 532.00
SUB TOTAL	\$ 27,103.00
ADMINISTRATIVE FEES 10%	\$ 2,710.00
TOTAL	\$ 29,813.00

Pay 75% of estimated cost before Election Day (as per County Commissioners Court Order)

The County of El Paso

Elections Department
500 E San Antonio # 402
El Paso, Texas 79901

Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com



Javier Chacon
Elections Administrator

May 10, 2008

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RECOMMEDED PERSONNEL

Central Counting Station Manager Javier Chacon

Central Counting Station Judge Veronica Roman

Early Voting Ballot Board Chairman Rosa O'Keefe

Tabulating Supervisor Tony Rivera

Last day to receive a request for a ballot by mail May 2, 2008

List of Judges and Alternates
City Rep. #3
May 10, 2008

<u>Pct. #</u>	<u>Polling Place/Judge/Alt.</u>	<u>Address</u>
<u>77</u> Judge	<u>Fire Station #5</u> Frances Bejarano (D)	<u>4240 Alameda Ave.</u> 104 Linden Ave. El Paso, Texas 79905533-0240
<u>79</u> Judge	<u>San Juan Recreation Center</u> Howard Mowad (D)	<u>701 N. Glenwood St.</u> 2401 Murchison El Paso, Texas 79930533-7416
<u>80</u> Judge	<u>Hawkins Elementary School</u> Marissa Moncayo (D)	<u>5816 Stephenson Ave.</u> 11704 Lodge Ct. El Paso, Texas 79936849-8622
<u>81</u> Judge	<u>Henderson Middle School</u> Robert Davila	<u>5505 Robert Alva</u> 496-5213
<u>82</u> Judge	<u>Clardy Elementary School</u> Esther Montoya (D)	<u>5508 Delta St.</u> 536 De Vargas Dr. El Paso, Texas 79905772-8076/478-6968
<u>83</u> Judge	<u>Fire Station #14</u> Carmen Amparan (D)	<u>6300 Delta St.</u> 220 Lake Pl. El Paso, Texas 79905778-5635
<u>87</u> Judge	<u>Bonham Elementary School</u> Vicente Vita (R)	<u>7024 Cielo Vista Dr.</u> 6440 Navajo Ave. El Paso, Texas 79925778-0813
<u>88</u> Judge	<u>Fire Station #20</u> Mary Del Refugio Garcia (D)	<u>8301 Edgemere Blvd.</u> 8616 Darlina Dr. El Paso, Texas 79925772-2096
<u>89</u> Judge	<u>Mac Arthur Elementary School</u> Alfred Alvarado (D)	<u>8101 Whitus Dr.</u> 924 Apple Ln. El Paso, Texas 79925778-1912
<u>90</u> Judge	<u>Cielo Vista Park Elementary School</u> Marguerite Reece (R)	<u>9000 Basil Ct.</u> 8801 Basil Ct. El Paso, Texas 79925598-6158
<u>91 & 162</u> Judge	<u>Scotsdale Elementary School</u> Blanca Orona (R)	<u>2901 Mc Rae Blvd.</u> 3212 Kirkwall St. El Paso, Texas 79925592-6020
<u>92</u> Judge	<u>Edgemere Elementary School</u> Zoe Nelson (R)	<u>10300 Edgemere Blvd.</u> 3304 Limerick Rd. El Paso, Texas 79925598-5961
<u>121 & 123</u> Judge	<u>Ramona Elementary School</u> Samantha Okeefe	<u>351 Nichols Rd.</u> 7246 Dale Rd. El Paso, Texas 79915253-5757
<u>122</u> Judge	<u>Del Norte Heights Elementary School</u> Armida Magallanez (D)	<u>1800 Winslow Rd.</u> 7412 Mojave Dr. El Paso, Texas 79915591-3650
<u>124</u> Judge	<u>Ascarate Elementary School</u> Gloria O. Paz (D)	<u>7090 Alameda Ave.</u> 7101 Orange Tree Ln. El Paso, Texas 79915772-0062/598-4923
<u>125</u> Judge	<u>Cedar Grove Elementary School</u> Soledad Arenivar	<u>218 Barker Rd.</u> 1408 Nueces Way El Paso, Texas 79925778-7347
<u>126</u> Judge	<u>Ranchland Hills Middle School</u> Alex Rosas (D)	<u>7615 Yuma Dr.</u> 4419 E. Yandell Dr. El Paso, Texas 79903562-7544
<u>127</u> Judge	<u>Hacienda Heights Elementary School</u> Vanessa M. Licon (D)	<u>7530 Acapulco Ave.</u> 3403 Pershing Apt. #2 El Paso, Texas 79903564-0524/842-8894
<u>131</u> Judge	<u>Riverside High School</u> Raquel H. Flores (D)	<u>301 Midway Dr.</u> 204 Jenson Ave. El Paso, Texas 79915778-3560/204-2665

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