



STAFF REPORT

MEETING DATE:	December 15, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider polling location for May 2, 2026 General Election. Presented by Cynthia Olguin

Background Information

The planning and preparation for the May 2026 General Election has started, and staff will need to confirm the polling location in order to meet statutory deadlines, coordinate with Dallas County Elections, and begin preparing election notices.

In recent years, Hutchins City Hall at 321 N. Main St. has been the designated Election Day and Early Voting site. With the opening of the new City Hall and ongoing facility changes, staff is requesting direction from the City Council on which location you prefer to designate for the upcoming May election.

Statutory early voting will be held April 20–28, 2026, and Election Day is Saturday, May 2, 2026. The selected facility will need to be reserved for an estimated four (4) week period beginning Monday, April 13 for equipment delivery, setup, and election worker training, and remain available through the first week of May for equipment pickup by Dallas County.

Staff is requesting the council’s directions on which facility you would like to designate as the polling location so we can coordinate with Dallas County Elections and move forward with the required preparations.

321 N. Main – Considerations:

- Location familiarity for voters and election workers from past elections
- Access to conference room and kitchen for election workers
- More parking for voters and election workers
- Minimal cleaning of only the rooms used, excluding the Council Chamber.

Event Center – Considerations:

- More than enough space for workers and voters
- Rentals would need to be paused for at least four weeks
- Additional cleaning costs due to the size of the facility

Budget Implications

Operational Impact

Legal Review N/A

Staff Recommendation

Supporting Documentation and Attachments