



## TOWN SECRETARY

**To: Mayor and Town Council**

**From: Michelle Lewis Sirianni, Town Secretary**

**Through: Mario Canizares, Town Manager**  
**Robyn Battle, Executive Director**

**Re: Ordering May General Election**

**Town Council Meeting – February 11, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon an ordinance ordering a General Election to be held on May 3, 2025, for the purpose of electing a Mayor, Councilmember Place 1, and Councilmember Place 4; designating the location of polling places; ordering notices of election to be given as prescribed by law and authorizing the Town Manager to execute contracts with Collin County and Denton County Election Departments for joint election services.

**Description of Agenda Item:**

In accordance with Texas Election Law, the Town Council is responsible for ordering the General Election to be held on the Uniform Election Date in May for the purpose of electing the Mayor, Councilmember Place 1, and Councilmember Place 4. The Town will jointly contract with Collin County and Denton County to conduct the election. Both counties provide training and equipment to the Town to help reduce the cost of holding an election. Election agreements from both counties are provided in draft form until all dates and locations are confirmed by participating entities.

**Budget Impact:**

Cost estimates are based on participating local entities and the percentage of registered voters within the Town of Prosper. These costs are subject to change until all entities are confirmed by both counties. The cost for Collin County is currently estimated at approximately \$16,075.00. The cost for Denton County is currently estimated not to exceed \$7,000.00. Election services are funded through account 11011010-58700, Election Expenses.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Ordinance English & Spanish
2. Collin County Draft Joint Election Contract
3. Denton County Draft Joint Election Contract
4. Election Calendar

**Town Staff Recommendation:**

Town Staff recommends the Town Council approve an ordinance ordering a General Election to be held on May 3, 2025, for the purpose of electing a Mayor, Councilmember Place 1, and Councilmember Place 4; designating the location of polling places; ordering notices of election to be given as prescribed by law and authorizing the Town Manager to execute contracts with Collin County and Denton County Election Departments for joint election services.

**Proposed Motion:**

I move to approve an ordinance ordering a General Election to be held on May 3, 2025, for the purpose of electing a Mayor, Councilmember Place 1, and Councilmember Place 4; designating the location of polling places; ordering notices of election to be given as prescribed by law and authorizing the Town Manager to execute contracts with Collin County and Denton County Election Departments for joint election services.