

Mayor and Council Communication

DATE: 04/23/24

M&C FILE NUMBER: M&C 24-0312

LOG NAME: 1105042024 SPECIAL HOT ELECTION TARRANT

SUBJECT

(ALL) Authorize Execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for Election Services for the Special Election to be Held on May 4, 2024, for the Purpose of Considering the Question of Approving the Fort Worth Convention Center as a Venue Project and Designating a Hotel Occupancy Tax under Chapter 334, Texas Local Government Code, as the Method of Financing for the Project with the Estimated Agreement Amount being \$291,729.69 Plus a 25% Contingency, for a Maximum of \$364,662.11; Authorize Advance Payment of a Seventy-Five Percent Deposit in the Amount of \$218,800.00; and Adopt Appropriation Ordinances

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for election services for the special election to be held on May 4, 2024, for the purpose of considering the question of approving the Fort Worth Convention Center as a Venue Project and designating a Hotel Occupancy Tax under Chapter 334, Texas Local Government Code, as the method of financing for the project with the estimated agreement amount being \$291,729.69 plus a 25% contingency, for a maximum of \$364,662.11;
 2. Authorize advance payment of a seventy-five percent deposit in the amount of \$218,800.00;
 3. Adopt the attached appropriation ordinance adjusting estimated appropriations in the Culture & Tourism Fund by increasing the Interfund Transfer Out category in the amount of \$364,662.11 and decreasing Contribution to Fund Balance/Net Position by the same amount for the purpose of transferring to the General Fund for the special election; and
 4. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the City Secretary position of the General Fund in the amount of \$364,662.11, from an interfund transfer from the Culture and Tourism Fund, for the purpose of funding the special election.
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DISCUSSION:

On February 13, 2024, the City Council adopted Ordinance 26720-02-2024 calling a Special Election for Saturday, May 4, 2023, for the purpose of considering the question of approving the Fort Worth Convention Center as a Venue Project and designating a Hotel Occupancy Tax under Chapter 334, Texas Local Government Code, as the method of financing for the project.

The Joint Election Agreement and Contract provides for election services, equipment, supplies, and ballots needed to conduct the election, including the training and compensation of election judges and clerks, preparation and distribution of ballots, arranging for the use of public facilities for early voting and election day, and conducting early voting and election day voting.

Costs for holding a joint election are allocated among all of the jurisdictions that have matters on the ballot. The estimated cost of the Fort Worth part of the election is \$291,729.69 plus a 25% contingency. The City is required to pay a deposit of approximately 75 percent of the estimated cost (excluding the 25% contingency) before the election is held.

This Mayor and Council Communication (M&C) authorizes execution of the contract and payment of the deposit in the amount of \$218,800.00 before the election is held. Because there are fewer jurisdictions holding elections this May, there are fewer entities sharing common costs; therefore, the City's charge is somewhat higher than normal.

A final invoice for the balance of the actual total election costs will be submitted after the election.

Approval of the two appropriation ordinances will allow available funding from the Culture & Tourism Fund to be transferred to the City Secretary's budget in the General Fund to pay for the election costs.

A Form 1295 is not required because: This contract will be with a governmental entity, state agency or public institution of higher education: Texas

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds will be available in the current operating budget, as appropriated, in the Culture & Tourism Fund and upon approval of the above recommendations and adoption of the appropriation ordinances, funds will be available in the General Fund to support the approval of the above recommendations and execution of the contract. Prior to any expenditure being incurred, the City Secretary Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: ALL ACMS

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Expedited