

# Mayor and Council Communication

**DATE:** 04/25/23

**M&C FILE NUMBER:** M&C 23-0297

**LOG NAME:** 1105062023 GENERAL ELECTION TARRANT

**SUBJECT**

(ALL) Authorize Execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for Election Services for the General Election to be Held on May 6, 2023, for the Purpose of Electing a Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 in the Estimated Amount of \$210,808.75 Plus a 20% Contingency, for a Maximum of \$252,970.50, and Authorize Advance Payment of a Seventy-Five Percent Deposit in the Amount of \$158,110.00

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**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the execution of a Joint Election Agreement and Contract with the Tarrant County Elections Administrator for election services for the General Election to be held on May 6, 2023, for the purpose of electing a Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 in the estimated amount of \$210,808.75, plus a 20% contingency for a projected maximum total of \$252,970.50; and
  2. Authorize payment to the Tarrant County Election Administrator of a 75 percent down payment in the amount of \$158,110.00.
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**DISCUSSION:**

On February 14, 2023, the City Council adopted Ordinance 26006-02-2023 calling a General Election for Saturday, May 6, 2023 for the purpose of electing Mayor and Council Members for City Council Districts 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11.

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 \$210,808.75 plus contingency. The City is required to pay a deposit of approximately 75 percent 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 \$158,110.00 before the election is held.

A final invoice for the balance of the actual total election costs will be submitted after the election. If there is a run-off election, the costs of the run-off election will be billed separately after the run-off is completed.

Funding is budgeted in the Other Contractual Services account of the City Manager Department's rollup within the General Fund.

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

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, 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 6111

**Originating Business Unit Head:** Jannette Goodall 6161

**Additional Information Contact:** Ronald Gonzales 6164

Expedited