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SUBJECT: **AUTHORIZATION TO CHARGE ENTITIES A PRO RATA FEE TO PARTICIPATE IN THE NOVEMBER ELECTIONS**

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## COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court authorize charging pro rata fees for each entity participating in the November elections using the cost sharing formula already in place for May entity elections.

## BACKGROUND

In 2019, Tarrant County Elections purchased and started using the Hart Verity voting equipment in all elections they conducted. At that time, if any entity contracted with the Elections Administrator to participate in a November (countywide) election, they paid a "shared cost" to conduct that election, based, in part, on the number of locations in their jurisdiction and the number of voting machines used, as allowed by law.

On September 24, 2019, the Commissioners Court, through Court Order Nos. 131191 and 131192 authorized the Elections Administrator to charge entities a fee of $5.00 per election to participate in November elections where the County would already be conducting an election and an additional fee, not less than $75, but not to exceed 10% of the total amount of the contract (Sec 31.100), for a total of $80 per entity, per election.

The Elections Administrator recommends the Court reverse the rate approved through Court Order Nos. 131191 and 131192, and authorize the Elections Administrator to charge entities participating in November elections a "shared cost" pro rata fee based on the cost sharing formula already in place for May entity elections.

## FISCAL IMPACT

The revenue generated from the participating entities paying their pro rata share will be deposited into the appropriate funds. The 10% administrative fee will be credited to the Contract Management Fund available to the Elections Administration Department.

| SUBMITTED BY: | Elections | PREPARED BY: APPROVED BY: | Troy Havard |