



# City of Killeen

## Legislation Text

---

File #: RS-24-025, Version: 1

---

Consider a memorandum/resolution approving an election services contract with Bell County.

**DATE:** February 6, 2024

**TO:** Kent Cagle, City Manager

**FROM:** Laura Calcote, City Secretary

**SUBJECT:** Election Services Contract with Bell County

**BACKGROUND AND FINDINGS:**

On January 30, 2024, the City Council called the General Election to be held on Saturday, May 4, 2024, for the purpose of electing a Mayor and three Councilmembers-at-Large. Bell County (County) has offered to provide assistance and services to the City of Killeen (City) and other governmental organizations for the upcoming General Election.

As identified in the contract, these services will include, but are not limited to:

- Election equipment leasing/rentals
- Equipment programming
- Ballot printing
- Election supplies
- Equipment repairs
- Technical support and other services, as needed or requested by the City and agreed to by the Elections Administrator

The City has their own election equipment, but additional equipment may need to be leased from the County.

The City Secretary has met with Bell County Elections regarding the contract and the support the County will provide to participating entities for the May 4, 2024 General Election.

**THE ALTERNATIVES CONSIDERED:**

N/A

**Which alternative is recommended? Why?**

Contracting with Bell County for certain election-related services is the recommendation.

**CONFORMITY TO CITY POLICY:**

Contracting for election services conforms to Article IX of the City Charter authorizing for an election services agreement between governmental entities to conduct elections, as provided for in the Texas Election Code.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

The estimated cost is up to \$7,000 to contract for election services with Bell County. However, the cost will be divided three ways since the City of Killeen has a joint election contract with Killeen Independent School District (KISD) and the Tax Appraisal District of Bell County (Bell CAD) for the May 4, 2024 General Election. The final amount will be invoiced to the City of Killeen from Bell County after the services have been provided. The City will then invoice the other two entities by splitting the cost equally amongst the three organizations once the total cost is known.

**Is this a one-time or recurring expenditure?**

Recurring

**Is this expenditure budgeted?**

Yes, funds are available in General Fund City Secretary account 010-1010-416.50-45.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Staff recommends the City Council approve an election services contract with Bell County Elections.

**DEPARTMENTAL CLEARANCES:**

Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Contract  
Presentation