1. 08.27.2020 Agenda

   Documents:

   08.27.20 AGENDA.PDF

2. 08.27.2020 Agenda Packet

   Documents:

   AGENDA PACKET 08.27.20.PDF

CITY OF MARSHALL, TEXAS
REGULAR CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL, 401 SOUTH ALAMO
THURSDAY, AUGUST 27, 2020, 6:00 P.M.

This meeting will be conducted utilizing a video and audio conferencing tool, as well as, a standard conference call. Instructions and direct links to view the meeting or speak during Citizen Comment can be found at www.marshalltexas.net.

*****

B. Monthly financial report. (Acting Finance Director)

6. **PUBLIC HEARING**

A. Public Hearing on proposed budget for the 2021 fiscal year and action to adopt the budget or continue consideration of the budget to a future meeting. (City Manager)

7. **ORDINANCE**

A. Consider approval of an ordinance amending the 2020 Annual Budget to appropriate funds for projects approved by the City Commission. (Acting Finance Director)

8. **RESOLUTION**

A. Consider approval of a resolution announcing a proposed tax rate of $0.542160 per $100 of valuation and voting to place an action item to adopt the tax rate on a future Commission agenda. (Acting Finance Director)

9. **CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION**

A. Report regarding the 2020 Wonderland of Lights event. (Community & Economic Development Director)

B. Consider approval of an amendment to the contract with the Harrison County Election Administrator for the November 3, 2020 Elections. (Acting City Secretary)

10. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

11. **ADJOURNMENT**

Posted: August 24, 2020
5:00 p.m.
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 48-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office 903-935-4446.

CITY OF MARSHALL, TEXAS
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****
AGENDA INFORMATION PACKET IS AVAILABLE FOR THE PUBLIC TO REVIEW ON THE CITY'S WEB SITE AFTER 8:00 A.M. ON WEDNESDAY BEFORE THE MEETING AT
www.marshalltexas.net
****

1. **CALL TO ORDER AND ROLL CALL**
   Page 1

2. **INVOCATION AND PLEDGES**
   Page 2

3. **CITIZEN COMMENTS**

   House Bill 2840 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on an agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak will have three minutes to do so unless additional time has been requested.
   Page 3

4. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**
   Page 4

5. **CONSENT AGENDA**

The items on the Consent Agenda require little or no deliberation by the Commission. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Commissioner may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

A. Consider approval of the minutes from the August 13, 2020 Regular meeting.
Page 5

B. Monthly financial report. (Acting Finance Director)
Page 10

6. **PUBLIC HEARING**

A. Public Hearing on proposed budget for the 2021 fiscal year and action to adopt the budget or continue consideration of the budget to a future meeting. (City Manager)
Page 13

7. **ORDINANCE**

A. Consider approval of an ordinance amending the 2020 Annual Budget to appropriate funds for projects approved by the City Commission. (Acting Finance Director)
Page 15

8. **RESOLUTION**

A. Consider approval of a resolution announcing a proposed tax rate of $0.542160 per $100 of valuation and voting to place an action item to adopt the tax rate on a future Commission agenda. (Acting Finance Director)
Page 18

9. **CITY MANAGER REPORTS AND REQUESTS FOR CITY COMMISSION CONSIDERATION**

A. Report regarding the 2020 Wonderland of Lights event. (Community & Economic Development Director)
Page 21

B. Consider approval of an amendment to the contract with the Harrison County Election Administrator for the November 3, 2020 Elections. (Acting City Secretary)
Page 26

10. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**
Page 37

11. **ADJOURNMENT**

Page 38

Posted: August 24, 2020
5:00 p.m.
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 48-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office 903-935-4446.

ITEM 1

CALL TO ORDER AND ROLL CALL

ITEM 2

INVOCATION AND PLEDGES

ITEM 3

CITIZEN COMMENTS

ITEM 4

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

ITEM 5A

CONSENT AGENDA

APPROVAL OF THE MINUTES FROM THE AUGUST 13, 2020 REGULAR MEETING

MINUTES OF THE REGULAR MEETING OF THE
CITY COMMISSION OF THE CITY OF MARSHALL
THURSDAY, AUGUST 13, 2020
6:00 PM

Mayor Terri Brown called the Regular meeting to order in the Commission Chambers, City Hall at 6:00 p.m.

PRESENT:

MAYOR: Terri Brown, District 3

COMMISSIONERS:
Marvin Bonner, District 1
Leo Morris, District 2
Amy Ware, District 4
Vernia Calhoun, District 5
Larry Hurta, District 6
Doug Lewis, District 7

ADMINISTRATIVE STAFF PRESENT:
Mark Rohr, City Manager
Reggie Cooper, Fire Chief
Scott Rectenwald, Acting City Attorney
Cliff Carruth, Police Chief
Randy Pritchard, Support Services Superintendent
Glenna Williams, Acting City Secretary/Finance Director
Eric Powell, Public Works Director
Stormy Nickerson, Management Analysis/Communications Coordinator
Nikki Smith, Deputy City Secretary/Payroll Accountant

INVOCATION & PLEDGE: Mayor Brown

167. **CITIZEN COMMENTS**

There were no citizen comments.

168. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

Items C and D were withdrawn from the Consent Agenda.

169. **CONSENT AGENDA**

Commissioner Hurta made a motion to approve the Consent Agenda. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

A. Consider approval of the minutes from the July 23, 2020 Regular meeting.

B. Street Sweeping Activity Report.

RESOLUTIONS

170. CONSIDERATION AND ACTION ON A RESOLUTION CALLING THE REMAINING OUTSTANDING CITY OF MARSHALL COMBINATION TAX & LIMITED SURPLUS REVENUE CERTIFICATES OF OBLIGATION, SERIES 2010 AND CITY OF MARSHALL LIMITED TAX NOTE, SERIES 2018 FOR REDEMPTION PRIOR TO MATURITY; AND ENACTING OTHER PROVISIONS RELATING TO THE SUBJECT.

Mark Rohr, City Manager, asked for approval of a resolution calling the remaining outstanding City of Marshall Combination Tax & Limited Surplus Revenue Certificates of Obligation, Series 2010 and City of Marshall Limited Tax Note, Series 2018 for redemption prior to maturity. He explained the remaining balances and interest rates; and stated the savings to the City would be approximately $58,000 from interest rates alone.

Commissioners asked questions and discussed.

Commissioner Bonner made a motion to approve a resolution calling the remaining outstanding City of Marshall Combination Tax & Limited Surplus Revenue Certificates of Obligation, Series 2010 and City of Marshall Limited Tax Note, Series 2018 for redemption prior to maturity. Commissioner Calhoun seconded the motion, which passed with a vote of 7:0.

171. CONSIDER APPROVAL OF A RESOLUTION SETTING A DATE AND TIME FOR A PUBLIC HEARING ON THE FISCAL YEAR 2021 BUDGET.

Mark Rohr asked for approval of a resolution setting a public hearing on the fiscal year 2021 budget on August 27, 2020 at 6:00 p.m.

Commissioner Hurta made a motion to approve a resolution setting a date and time for a public hearing on the fiscal year 2020 budget. Mayor Brown seconded the motion, which passed with a vote of 7:0.

ORDINANCE

172. CONSIDERATION AND ACTION ON AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF CITY OF MARSHALL, TEXAS LIMITED TAX NOTE, SERIES 2020; LEVYING AN ANNUAL AD VALOREM TAX AND PROVIDING FOR THE SECURITY FOR AND PAYMENT OF SAID NOTE; AND ENACTING OTHER PROVISIONS RELATING TO THE SUBJECT.

Mark Rohr presented an ordinance authorizing the issuance and sale of City of Marshall, Texas Limited Tax Note, Series 2020; levying an annual ad valorem tax and providing for the security for and payment of said note; and enacting other provisions relating to the subject.

Eric Powell, Public Works Director, provided a list of 14 building projects to be funded utilizing funds from this tax note.

Commissioners asked questions and discussed.

Mark stated $1,000,000 would be used for building improvements; $750,000 for downtown redevelopment, in line with the Mobilize Marshall Plan; and $45,000 for issuance. The Tax Note will be secured by Chase with a 1.16% interest rate. Mark explained this will all be done without raising taxes.

Commissioners asked questions and discussed.

John Martin, Financial Advisor with Hilltop Securities, stated six (6) bids were requested for the Tax Note and five (5) were received, with Chase offering the lowest rate.

Commissioner Morris made a motion to approve the ordinance authorizing the issuance and sale of City of Marshall, Texas Limited

Tax Note, Series 2020; levying an annual ad valorem tax and providing for the security for and payment of said note; and enacting other provisions relating to the subject. Commissioner Calhoun seconded the motion, which passed with the following vote:

Ayes: 6, Mayor Brown, Commissioners Morris, Calhoun, Ware, Bonner and Hurta
Nays: 1, Commissioner Lewis

SECOND READING OF ORDINANCE

173. CONSIDER AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP REGARDING A REZONING A PROPERTY DESCRIBED AS 24.166 ACRES OF LAND IN THE A. LANGFORD SURVEY A- 400, FROM A-E (AGRICULTURE AND ESTATE) TO PD (PLANNED DEVELOPMENT). THE PROPERTY IS LOCATED ON THE WEST SIDE OF SOUTH WASHINGTON AVENUE BETWEEN OAKLEY DRIVE AND ALICE HOPE ROAD, MORE COMMONLY KNOWN AS 3409 WASHINGTON AVENUE.

Mayor Brown stated Wes Morrison, Community & Economic Development Director, informed her there was no new information regarding this item.

Commissioner Calhoun made a motion to approve an ordinance amending the official zoning map regarding a 24.166 acre tract of land in the A. Langford Survey A- 400, from A-E (Agriculture and Estate) to PD (Planned Development). Mayor Brown seconded the motion, which passed with the following vote:

Ayes: 6, Mayor Brown, Commissioners Calhoun, Lewis, Morris, Bonner and Hurta
Nays: 1, Commissioner Ware

174. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

C. Municipal Court Activity Report.

Commissioners asked questions and discussed.

Commissioner Morris made a motion to approve Item C of the Consent Agenda. Commissioner Bonner seconded the motion, which passed with a vote of 7:0.

D. Consider approval of a contract with the Harrison County Election Administrator for the November 3, 2020 Elections.

Commissioners asked questions and discussed.

Commissioner Calhoun made a motion to table this item until the next meeting. Commissioner Morris seconded the motion, which passed with the following vote:

Ayes: 4, Mayor Brown, Commissioner Calhoun, Morris and Bonner
Nays: 3, Commissioners Lewis, Ware and Hurta

175. **EXECUTIVE SESSION**

A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Annual evaluation of Municipal Court Judge.

Commissioner Calhoun made a motion to convene into Executive Session. Commissioner Bonner seconded the motion, which passed with a vote of 7:0. The time was 7:00 p.m.

The Commission reconvened from Executive Session. The time was 7:52 p.m.

Commissioner Lewis left prior to adjournment.

176. **ADJOURNMENT**

Commissioner Calhoun made a motion for adjournment. Mayor Brown seconded the motion, which passed with a vote of 6:0.

APPROVED:

_____

Mayor of the City Commission
of the City of Marshall, Texas

ATTEST:

_____

Deputy City Secretary

Ordinances: O-20-20
O-20-21
Resolutions: R-20-13
R-20-14

ITEM 5B

CONSENT AGENDA

MONTHLY FINANCIAL REPORT

CITY OF MARSHALL
REV/EXP/BUD - SHORT REPORT - NEW
PERIOD ENDING: JULY, 2020

GENERAL FUND	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	7/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED (7 month norm=58.33%)		REMAINING BUDGET
REVENUES:									
TAXES	892,069	7,175,822	6,882,922	12,467,306	12,467,306	7,272,595	57.6%	A	5,291,484
LICENSES & PERMITS	15,555	96,487	113,326	178,000	178,000	103,833	54.2%		81,513
INTERGOVERNMENTAL REVENUE	12,495	129,103	85,222	161,235	161,235	94,054	80.1%	B	32,132
FEES	429,850	2,847,895	2,699,239	5,200,894	5,200,894	3,033,855	54.8%	C	2,352,999
FINES & FORFEITURES	25,261	164,853	447,220	484,332	484,332	282,527	34.0%	D	319,479
MISCELLANEOUS REVENUE	413,569	1,400,045	1,605,213	2,573,331	2,573,331	1,501,110	54.4%	E	1,173,286
TOTAL GENERAL FUND REVENUE	**1,788,800**	**11,814,204**	**11,833,142**	**21,065,098**	**21,065,098**	**12,287,974**	1		**9,250,894**
EXPENSES:									
GENERAL GOVERNMENT	38,104	303,957	258,540	555,300	555,300	323,925	54.7%		251,343
FINANCE	53,265	301,088	311,311	522,314	522,314	304,683	57.6%		221,226
POLICE	342,755	2,604,501	3,181,455	5,153,135	5,153,135	3,005,995	50.5%	E	2,548,634
FIRE	301,063	2,468,713	2,464,240	4,144,820	4,144,820	2,417,812	59.6%		1,676,107
PUBLIC WORKS	441,716	2,335,454	2,518,355	5,034,940	4,768,142	2,781,416	49.0%	F	2,432,688
PLANNING	15,637	328,914	232,385	598,469	598,469	349,107	55.0%		269,555
SUPPORT SERVICES	80,067	501,624	889,815	887,855	905,449	528,179	55.4%	G	403,825
TOURISM & PROMOTIONS	63,124	570,156	231,065	1,206,297	1,206,297	703,673	47.3%	G	636,141
PARKS & RECREATION	41,523	227,367	442,075	439,866	530,892	309,687	42.8%		303,525
NON DEPARTMENTAL	212,600	1,309,012	1,182,020	2,226,990	2,045,370	1,193,133	64.0%		736,358
APPRAISAL DISTRICT		69,981	70,115	97,910	97,910	57,114	71.5%		27,929
INTERFUND TRANSFERS				537,000	537,000	313,250			537,000
CAPITAL OUTLAY			54,283						
TOTAL GENERAL FUND EXPENSES	**1,589,855**	**11,020,767**	**11,835,662**	**21,404,896**	**21,065,098**	**12,287,974**	52.3%		**10,044,331**
TOTAL GENERAL FUND	**198,945**	**793,438**	**(2,519)**	**(339,798)**		**(0)**		**H**	**(793,438)**

A - YTD Tax Revenue is up $293k from prior year. Current YTD tax revenue includes sales taxes (down $76k from 2019), property taxes (up $392, and franchise taxes (down $23k).

B - Integovernmental Revenue increased $60k from 2019. $32k of this increase is for a COVID-19 grant the Fire Dept. received from Emergicon; $19k is for revenue recognized to date from a $269k CARES (Coronavirus Relief Fund) grant.

C - An increase in Fee Revenue (up $148 from 2019) can be attributed to $31k of additional ambulance revenue and $214k of higher refuse collection fees. This increase is offset by lower revenue from Tourism and Cultural Arts venues.

D - Fines & Forfeitures revenue is down $283 from last year. $171k of this reduction is due to the loss of Traffic Light Revenue; the balance, $112k, is from lower Municipal Court fines resulting from Covid-19.

E - Offsetting revenue & expenses (totaling $612k) were recorded in 2019 for the lease purchase of 12 police vehicles; this explains the reduction in Misc Revenue & Police Expenses from prior year.

F - Public Works expenses are $183k lower than last year. The street repair program has begun and expenses will be incurred in the coming months.

G - Expenses are lower in many of the departments as some employees were furloughed and venues closed. Most of the employees have returned to work, but not all venues are open. The reduction in revenue should be offset by the reduction in expenditures.

H - General Fund YTD Net Income totals $793k versus -$2k in 2019. This increase is primarily a result of lower street improvement expenses and higher property tax revenue. Budget Amendments approved by the Commission in April are reflected in the Revised Budget column bottom line net loss of $340k. This balance is slated to be paid out of Reserves.

CITY OF MARSHALL
REV/EXP/BUD - SHORT REPORT - NEW
PERIOD ENDING: JULY, 2020

WATER & SEWER ENTERPRISE FUND	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	7/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED (7 month norm=58.33%)		REMAINING BUDGET
REVENUES:									
PERMITS & FEES	3,748	8,076	7,831	11,400	11,400	6,650	70.8%		3,324
WATER & SEWER CHARGES	858,556	5,140,378	5,475,101	10,301,854	10,301,854	6,009,415	49.9%		5,161,476
MISCELLANEOUS REVENUES	6,192	15,344	46,579	72,000	72,000	42,000	21.3%		56,656
TOTAL W&S REVENUE	**868,495**	**5,163,797**	**5,529,511**	**10,385,254**	**10,385,254**	**6,058,065**	49.7%	**A**	**5,221,457**
EXPENSES:									
ADMINISTRATION	27,743	204,566	147,480	371,424	398,310	232,348	51.4%		193,744
WATER PRODUCTION	81,119	677,929	838,004	1,729,835	1,735,906	1,012,612	39.1%		1,057,977
DISTRIBUTION/COLLECTION	180,365	872,196	745,880	2,485,866	2,483,027	1,448,432	35.1%		1,610,831
WASTEWATER TREATMENT	120,957	730,141	788,920	1,711,986	1,718,056	1,002,199	42.5%		987,915
WATER BILLING	44,093	273,953	278,898	512,884	512,884	299,182	53.4%		238,931
ENGINEERING	2,782	19,407	34,815	31,576	31,576	18,419	61.5%		12,169
NON DEPARTMENTAL	71,720	684,572	611,074	1,029,769	990,267	577,656	69.1%	B	305,695
INTERFUND TRANSFERS	396,250	2,006,475	3,488,227	2,515,228	2,515,228	1,467,216	79.8%	C	508,753
TOTAL W&S EXPENSES	**925,028**	**5,469,239**	**6,933,299**	**10,388,568**	**10,385,254**	**6,058,065**	52.7%		**4,916,015**
TOTAL WATER & SEWER FUND	**(56,533)**	**(305,442)**	**(1,403,788)**	**(3,314)**	**0**	**0**		**D**	**305,442**

A - Water & Sewer revenue is down $366k from 2019 and $894k from 7 months of budget. There was $200K more water & sewer revenue in July than June, 2020.
We anticipate revenue will continue to increase as more customers pay on ourstanding bills and business use resumes.

B - Nondepartmental expenses are higher than prior year and budget due to higher insurance premiums and drag-up payments (vacation & sick payout) for terminated employees.

C - Quarterly interfund transfers also increased expenses. There has been a decrease in payroll as some positions have not been filled for employees who terminated.

D - The net loss YTD is $305K.

ITEM 6A

PUBLIC HEARING

PUBLIC HEARING ON PROPOSED BUDGET FOR THE 2021 FISCAL YEAR

M E M O R A N D U M

To: Members of the City Commission

From: Mark Rohr, City Manager

Date: August 19, 2020

Subject: Public Hearing on proposed budget for 2021 fiscal year and action to adopt the budget or continue consideration of budget to a future meeting

---

Both the City Charter and the Local Government Code of the State of Texas require that a public hearing be held on the proposed budget for the upcoming fiscal year. This hearing has been placed on the agenda to comply with this requirement.

The Local Government Code also requires the Commission to take action on the budget at the conclusion of the public hearing. The action that should be taken is to continue consideration of the budget to a future meeting. This will give the Commission more time to consider the requests from the public. This action will also allow the Staff and Commission to follow the schedule to adopt the budget by ordinance on Thursday, September 10, 2020, with the second reading on Thursday, September 24, 2020.

ITEM 7A

ORDINANCE

CONSIDER APPROVAL OF AN ORDINANCE AMENDING THE 2020 ANNUAL BUDGET TO APPROPRIATE FUNDS FOR PROJECT SAPPROVED BY THE CITY COMMISISON

M E M O R A N D U M

To: Mark Rohr, City Manager

From: Glenna Williams, Acting Finance Director

Date: August 19, 2020

Subject: Approval of an Ordinance amending the 2020 Annual Budget to appropriate funds for projects approved by the City Commission

---

This ordinance will allow us to amend the 2020 Annual Budget to provide for additional expenditures approved by the Commission.

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. O-19-19 TO AMEND THE 2020 ANNUAL BUDGET OF THE CITY OF MARSHALL, TEXAS

WHEREAS, on September 26, 2019 the City of Marshall, Texas passed Ordinance No. O-19-19 adopting the 2020 annual budget; and

WHEREAS, the City of Marshall, Texas desires to amend the 2020 annual budget to provide for additional expenditures to meet unusual and unforeseen conditions, which could not, by reasonable diligent thought and attention, have been included in the original budget;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MARSHALL THAT:

The appropriations for the fiscal year beginning January 1, 2020 and ending December 31, 2020 for the support of the General Fund to be amended as follows:

General Fund Amendments

	Increase in 2020 Budget
Interfund Transfer	$ 318,543
Total	$ 318,543

The appropriations for the fiscal year beginning January 1, 2020 and ending December 31, 2020 for the support of the 2007 General Obligation Fund (Fund 62) to be amended as follows:

	Increase in 2020 Budget
2007 General Obligation Fund (Fund 62)	$ 318,543

PASSED AND APPROVED this_____day of_____, 2020.

AYES:_____
NOES:_____
ABSTAINED:_____

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2020.

AYES:_____
NOES:_____
ABSTAINED:_____

_____
MAYOR OF THE CITY COMMISSION
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

_____
DEPUTY CITY SECRETARY

ITEM 8A

RESOLUTION

CONSIDER APPROVAL OF A RESOLUTION ANNOUNCING A PROPOSED TAX RATE OF $.542160 PER $100 OF VALUATION AND VOTING TO PLACE AN ACTION ITEM TO ADOPT THE TAX RATE ON A FUTURE COMMISSION AGENDA

Memorandum

To: Mark Rohr, City Manager

From: Glenna Williams, Acting Finance Director

Date: August 19, 2020

Subject: Resolution announcing a proposed tax rate of $0.542160 per $100 of valuation and voting to place an action item to adopt the tax rate on a future Commission agenda

---

The proposed tax rate does not exceed the no-new-revenue tax rate or the voter-approval tax rate.

The tax rates are as follows:

- **Proposed** 2020 Tax Rate for 2021 Budget: $0.542160/$100 Valuation

- **No-New-Revenue** Tax Rate: $0.548901
  This is the total tax rate needed to raise the same amount of property tax revenue for the City of Marshall from the same properties in both the 2019 tax year and the 2020 tax year.

- **Voter-Approval** Tax Rate: $0.581188
  The voter-approval rate is the highest tax rate the City of Marshall may adopt without holding an election to ratify the rate.

RESOLUTION NO. _____

A RESOLUTION OF THE COMMISSION OF THE CITY OF MARSHALL, TEXAS ANNOUNCING A PROPOSED TAX RATE OF $0.542160 PER $100 VALUATION AND VOTING TO PLACE AN ACTION ITEM TO ADOPT THE TAX RATE ON A FUTURE COMMISSION AGENDA

WHEREAS, the Tax Code of the State of Texas requires the governing body to announce a tax rate and schedule and announce the date and time to adopt a tax rate if the tax rate exceeds the no-new-revenue tax rate or voter-approval tax rate, whichever is lower; and,

WHEREAS, the Commission of the City of Marshall proposes to adopt a tax rate of $0.542160 per $100 valuation for the City's 2021 Budget which exceeds the no-new-revenue tax rate; and,

WHEREAS, since the proposed tax rate will exceed the no-new-revenue tax rate; now, therefore

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MARSHALL, TEXAS:

That the City Commission will on Thursday, September 10, 2020 at 6:00 p.m. and Thursday, September 24, 2020 at 6:00 p.m. in the City Commission Chambers, Marshall City Hall, 401 South Alamo, adopt the proposed tax rate of $0.542160 per $100 of valuation for the City's 2021 Budget for the fiscal period January 1, 2021 through December 31, 2021.

PASSED, APPROVED, AND ADOPTED this 27th day of August, 2020.

YEA: _____

NAY: _____

ABSTAIN: _____

_____
Mayor of the Commission
City of Marshall, Texas

ATTEST:

_____
Glenna Williams, Acting City Secretary

ITEM 9A

REPORT REGARDING THE 2020 WONDERLAND OF LIGHTS EVENT

MEMORANDUM

TO: Marshall City Commission

FROM: Marshall City Events and Facility Committee

DATE: August 18, 2020

RE: Modification to Wonderland of Lights per Wonderland of Lights Feasibility Committee

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On August 18, 2020, the Marshall City Events and Facility Committee met to hear the recommendation of the Wonderland of Lights Feasibility Committee from Mrs. Rachel Chapman, City of Marshall Main Street Manager and Wonderland of Lights Chair.

As stated by the Feasibility Committee, "We understand that in these times, plans change from one day to the next. As we move closer to the event, we will stay informed on the regulations in place by the National, State, and Local governments and will further adapt or cancel events."

The Events and Facility Committee has accepted their recommendation for the modification to the 2020 Wonderland of Lights.

Marshall City Events and Facility Committee,

In 1987, Marshall was in its worst local economy in history. Unemployment skyrocketed from 2.5% to 20%, and virtually the whole town was depressed. As Marshall News Messenger Editor George S. Smith was walking across the Historic Harrison County Courthouse Square, he noticed how many shops had shut their doors, including the HCHC. For just a second, he saw it strung with lights. He returned to the News Room and wrote, "Picture this: Marshall's square, every tree, every bush…the Harrison County Courthouse Museum…A Gigantic Christmas Tree…Businesses around the square…decorated in tiny white lights. It could be a spectacle that would rival any other Christmas lighting scene in this area, think about it. We could make it happen." A few months later, a Marshall native living in France received a copy of the editorial and responded with a check enclosed for $25,000 and the note "Have your wish." The community went on to fundraise over $70,000 to see it through.

In those days, Wonderland of Lights wasn't about the amusements and fanfare; it was about hope; it was families who drove over in their car simply to come to see the beauty of the lights in an otherwise dark time. We find ourselves in a similar situation as COVID-19 changes the world around us in the present day. In our 35th year, we return to our roots. While Wonderland of Lights will look different this year than recently, our feasibility committee is committed to keeping our citizens and visitors safe and healthy. We believe that there are innovative ways to accommodate the Governors Minimum Safety Standards and City's Outdoor Event Guidelines.

We recommend for approval by the City Events and Facility Committee that nightly amusements are modified to horse-drawn carriage rides only, with the carriage company following procedures for distancing and cleanliness. As high touch and high-volume activities, we do not see a safe way to proceed with ice skating, the carousel, train rides, or Santa's Village.

We believe that there are safe ways to proceed with the following special activities: Virtual Lighting Ceremony, Wassail Walk, a reverse Lighted Christmas Parade, the Outdoor Christmas Market, and Wonderland of Sites.

These preparedness accommodations will take additional preparation, but we are committed to seeing continued economic growth for our downtown businesses. In 2020, Marshall remains one of the few Main Street communities across Texas to keep all its businesses open and add a handful of new ones. We are committed to the safety of our merchants, visitors, and citizens in all discussions leading up to these decisions.

We understand that in these times, plans change from one day to the next. As we move closer to the event, we will stay informed on the regulations in place by the National, State, and Local governments and will further adapt or cancel events.

Thank you for your consideration,
Wonderland of Lights Feasibility Committee

Event Details and Safe Practices

Opening Ceremony: We are proposing a virtual ceremony on the night before Thanksgiving, Wednesday, November 25. We will have a Facebook live video from the Courthouse. We may have one person read the story of Wonderland and provide details about where to find more information about the upcoming special events, including their countdown to the lights being turned on. Police Officers will be present, as they normally are, to monitor and disperse any gathering that may happen.

Wassail Walk: National Small Business Saturday is November 28, 2020. We are proposing Wassail Walk is moved from a daytime event to early evening so that the lights come on towards the end of the tastings. Instead of the souvenir mug, shops will use single serve, disposable, cups. Shops are responsible to make their own wassail and oversee safe service. Voting will be done virtually. Social distancing signage and sanitizing stations will be available outdoors, as well as in each shop.

Lighted Christmas Parade: The parade will be done in reverse, where those who would normally be spectators instead drive a set route in their own vehicle. "Parade Entries'" will be the businesses, buildings, or lots decorated along the route. There will be a virtual voting of the decorated, stationary entries. This can be done over one weekend instead of a set time in one day, with voting only live during that time.

Outdoor Christmas Market: It has been proposed to have the Outdoor Market two weekends instead of one, spanning all day Saturday. Vendor booths would be spaced 10 feet apart along both sides of North Washington Avenue, with booths set up in the street along the curb line. Pedestrian entrance points to the block can be blocked and staffed if needed for control of the number of shoppers on the street at one time. Signs for social distancing will be displayed, as well as sanitizing stations available. Shopper and vendors will be required to wear a mask.

Wonderland of Sites: This is a self-guided history tour that does not require any special changes, though we would like to add a few historical additions. Maps will be available listing the places of interest, including the participating museums and historical buildings of importance. Museums will follow the precautions set forth for their usual operation in GA-28 and GA-29. The Harrison County Historical Commission has large placards from a previous walking tour that will be placed outside of the buildings noting their historic architecture and former history of use.

Story Fest: This will be adapted from a one day, in person event to the whole span of Wonderland as a Story Walk. Each week, participating businesses will each display in their window one page of a children's holiday book. Readers are encouraged to walk the route to finish reading the whole book through the exterior window. There will be a different story each week. Businesses may piggyback off that week's book with specials or their own craft. (Ex: if the book is "Pick a Pine Tree", the store may have a special on ornaments or make pine cone ornaments for a craft in store.) Businesses that participate and hold their own accompanying events will abide by the governors orders set in place for their type of business. (Capacity limit, masks required, ensures social distancing, and increased cleanliness of staff and availability for sanitization for guest access.)

Memorial City Hall: Movies could be shown Thursday, Friday, and Saturday (exact dates of the week TBD) at 50% capacity with a limited number of ticket sales. Guests will be seated in every other row, only with their family, not to exceed 10 people that must arrive together. These regulations are taken directly from the Minimum Health Standard Protocols. Doors will be opened earlier than normal utilizing staggered arrival times, and the lobby will not be available to gather. Sanitizing stations will be available upon entry. Masks will be required for persons 10 years of age and older.

Downtown Merchant Participation: We have held a downtown merchant meeting, as well as discussed these alternatives with the Main Street Board. All those who attended these meetings understood the challenges that we face this year, and were appreciative of our goal to not cancel in entirety but instead innovate. Many great ideas were brought up that businesses and organizations can do for community participation in Wonderland of Lights. The businesses will be held to the standards set forth by the governor, which currently allow 50% capacity in addition to masks, distancing, and increased cleanliness. They understand that these orders may change at any time and accommodate accordingly.

Horse Drawn Carriages: Our partnering Carriage Company, Sacred Spur Carriage Company, will be responsible for ticketing of their own carriages. They will use a virtual, book ahead system that was introduced during Wonderland 2019. Ride times will be staggered to avoid gathering prior to the allotted time, with the loading stations placed 20 feet apart to be mindful of distancing for staff and guests. Guests in the carriage will be from the same party that booked together. (Ex. Two or more random groups will not be combined if they are not in the same household) Masks for staff and guests will be required. High touch surfaces will be wiped down between each ride boarding.

Feasibility Committee Members:
Terri Brown, City of Marshall Mayor
Suzanne Carter, Main Street Board Chair
George Carter, Visit Marshall Board Chair
Jill Davis, Visit Marshall Board Member
Colin Brady, Marshall Downtown Development Corporation Board Member
Wes Morrison, City of Marshall Director of Community and Economic Development
Rachel Chapman, City of Marshall Main Street Manager and Wonderland of Lights Chair
Randy Pritchard, City of Marshall Support Services Superintendent
Cherilyn Johnston, City of Marshall Human Resources Manager/Civil Service Director

ITEM 9B

CONSIDER APPROVAL OF AN AMENDMENT TO THE CONTRACT WITH THE HARRISON COUNTY ELECTION ADMINISTRATOR FOR THE NOVEMBER 3, 2020 ELECTIONS.

Memorandum

To: Mark Rohr, City Manager

From: Glenna Williams, Acting City Secretary

Date: August 19, 2020

Subject: Contract with Harrison County Elections Administrator for the November 3, 2020 City of Marshall General Election and Special Elections

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Attached is the contract prepared by Donald Robinette, Harrison County Elections Administrator for the following November 3, 2020 City of Marshall elections:

- City Commissioners General Election for Districts 5, 6, and 7 and
- Special Election to fill a Vacancy for District 2, and
- Special Election reauthorizing the local sales and use tax for maintenance and repair of municipal streets
- Special Election for the adoption or rejection of proposed Charter propositions

I recommend approval of the contract.

Harrison County Elections Office
P.O. Box 8409
Marshall, Texas 75671
harrisoncountytexas.org/elections

Phone: 903-935-4822
Fax: 903-938-1509
415 E. Burleson St.
Marshall – 75670

CONTRACT FOR ELECTIONS SERVICES

THE STATE OF TEXAS

COUNTY OF HARRISON

This contract, is made this 23rd day of July 2020, by and between the CITY OF MARSHALL, TEXAS, hereinafter called THE CITY, acting by and through Glenna Williams, otherwise known as the City Secretary/Finance Director for THE CITY and Donald Robinette, Elections Administrator of Harrison County, Texas, hereinafter the CONTRACTING OFFICER, pursuant to Texas Election Code Sec.31.092, for the conducting and supervision of the:

City Commissioners General Election for Districts 5, 6, and 7 and

Special Election to fill a Vacancy for District 2, and

Special Election regarding "The reauthorization of the local sales and use tax in the City of Marshall at the rate of one-eighth (1/8th) of one percent to continue providing revenue for maintenance and repair of municipal streets. The tax expires on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized." And

Special Election for the adoption or rejection of proposed Charter propositions,

To be held on Tuesday, November 3, 2020.

This contract is entered into in consideration of the mutual covenants and agreements hereinafter set out. It is agreed as follows:

I. The Contracting Officer, in connection with holding of said elections, shall assume the following responsibilities:

a. Appoint or shall be allowed to delegate the positions of Early Voting Clerk, Central Counting Station Manager, Tabulation Supervisor and Assistant Tabulation Supervisor, as provided for in Texas Election Code, Sec. 31.094 and 31.095.

b. The Harrison County Elections Office shall take responsibility for processing Early Voting Ballot By Mail requests.

c. Procure and distribute election supplies, including the preparation of election kits and the printing and distribution of ballots for both Early Voting and Election Day.

d. Procure, arrange for the programming and distribution of all election equipment.

This includes the use of HAVA mandated electronic equipment purchased from Hart InterCivic. The eScan, JBC and eSlate DAU/DRE (Disabled Access Unit/Direct-Recording Electronic) voting equipment will be used for Early Voting and Election Day OR such similar equipment should the county purchase new equipment before the November election.

e. Arrange for the publication of a Notice for the date, time and place of the Public Logic and Accuracy Test of the election equipment, and oversee said test.

f. Post notice of the date, time and place of a school of instruction for election judges and clerks, and conduct said school of instruction.

g. Arrange for the programming and testing materials to be used to test the voting equipment.

h. Arrange for the handling and distribution of election returns, preparation of the tabulation for the official canvass, and will, if needed arrange for the manual validation as required in the Texas Election Code, Se. 127.201.

i. In accordance with Sec. 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third-parties for election services and supplies. The cost of such third-party services is to be the responsibility of the CITY.

j. Arrange for the programming of the voting system based on the information provided by the CITY. This information shall include the correct spelling of all candidates' names, the office sought, order of names on the ballot and the English and Spanish translation of the office. The CITY shall pay for the cost of such programming.

k. Provide sufficient time for the CITY to review the ballot before it is finalized.

l. Arrange for the counting of votes registered on the electronic units in accordance with Chapter 127 of the Texas Election Code.

m. Submit precinct by precinct reports to the Texas Secretary of State's office of all election returns for said election.

n. After completion of the unofficial tabulation of precinct results, the Harrison County elections Office shall distribute the election records to the CITY, except for those records that must be distributed to the Voter Registrar, in accordance with Sec. 66.051 of the Texas Election Code.

The Harrison County Elections Office is hereby appointed the custodian of ballots cast on the eSlate, DAU, DRE voting system consisting of the backup, and preservation of records in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Harrison County elections Office shall also maintain custody of the records pertaining to the operation of the JBC and eScan. Said records and election documents will be destroyed after the retention period (22 months from Election Day) which is mandated by Texas Election Law unless the CITY

notifies the Harrison County Elections Office in writing of their desire to collect said election records and or documents. This written notice must be received by the Harrison County Elections Office no later than 5 business days before the date to destroy said records and or documents.

o. The Contracting Office shall tabulate the votes registered on the electronic units in accordance with Chapter 127 of the Texas Election Code, supervise the handling and distribution of election returns, voted ballots, etc., tabulate unofficial returns, assist in preparing the tabulation for the official canvass and certify the election results for representatives of the CITY.

II. THE CITY, in connection with holding the commissioner and special elections to be held on Tuesday, November 3, 2020 shall assume the following responsibilities and shall directly bear any attendant costs for the same:

a. Approve the appointment of the Election Day Judges and Clerks, as well as the Early Voting Ballot Board and Central County Station Judges and Clerks to be used in said elections.

b. Shall pay for any and all expenses involved with Early Voting Ballot by Mail requests for said elections.

c. The use of Harrison County elections Office Poll Pads and MIFI equipment to qualify voters by personal appearance during Early Voting and on Election Day.

d. The use of Harrison County elections Office eScan, JBC and eSlate DAU/DRE voting equipment to process and tally all voted ballots for said elections. NOTE: The Harrison County Elections Office shall manage all Early Voting election equipment, ballots and supplies at the Elections Office and for any Branch polling locations. Election Day voting equipment, ballots and supplies shall be picked up by the Election Day Judge and delivered back to the Elections Office at the close of Election Day voting.

e. Preparation of all election orders, resolutions, notices and other pertinent documents for adoption or execution by the appropriate office of body.

f. Posting or publications of elections notices.

g. The printing costs of any and all related materials for all ballots, Election Day and Early Voting, and all election materials for election kits involved with said elections as well as vendor programming. The vendor price list for ballots follows this schedule: 1 to 5 races costs $1500.00; 6-10 costs $2530.00; 11-20 costs $3300.00; 21-40 costs $4180 and 41 to 75 races costs $5260.

Additionally: if there is a cancellation or postponement of an election for whatever reason, there is a cancellation fee to the vender. The cancellation fee to the vender is based

on: if the ballots are at the proofing stage, then only one half the cost is billed, but if ballots are passed the proofing and audio ballots or more have been completed, then the entire cost is billed to the jurisdiction holding the election, i.e. city, school.

h. In the event of equipment failure, THE CITY will share in the expense for the necessary personnel for the purpose of hand counting all ballots cast in said election.

i. Pay an administrative fee not to exceed ten percent (10%) of the total amount of the contract to the Harrison County Elections Office; said payment to be deposited to the Election Contracts Fund of Harrison County.

j. Take all action necessary under law for calling the election, canvassing the returns and declaring the results.

k. Deliver to the Harrison County Elections Office as soon as possible, but not later than the 45th day before the election, the candidates that are to be printed on the ballot with the exact form, wording, spelling and Spanish translation that is to be used on the official ballot.

l. Provide the services necessary to translate any election documents into Spanish.

m. Pay the cost of conducting said elections within thirty (30) days from the date of billing; the cost will be determined by the actual cost schedule submitted with billing.

III. GENERAL CONDITIONS

a. A total of One Early Voting location, for the purpose of Early Voting by personal appearance on the CITY ballot initiatives, will be used for this/these elections;

Main Elections Office, 415 E Burleson, Marshall TX 75671

October 13-16 & 19-22, & 26-29 from 8:00 AM to 5:00 PM and

October 23rd and 30th from 7:00 AM to 7:00PM.

b. A total of TEN Election Day voting locations, for the purpose of Election Day voting by personal appearance on the CITY ballot initiatives, will be open on Tuesday, November 3, 2020:

Marshall Convention Center, 2501 E End BLVD, Marshall, TX, 7:00AM-7:00PM.

ETBU, Wiley, Lions Community Center, St. Marks Methodist Church, ESD 4 station 4, Airport, Arena, Library, Evangelical Presbyterian Church.

c. THE CITY agrees to save and hold harmless the Harrison County Elections Administrator and the Harrison County Elections Office from any and all claims made arising out of the failure or omission of the CITY to perform their obligations under this contract.

d. The Harrison County Elections Administrator and the Harrison County Elections Office agrees to save and hold harmless the CITY from any and all claims made arising out of the failure or omission of the Harrison County Elections Administrator or the Harrison County Elections Office to perform their obligations under this contract.

e. Should a lawsuit be filed as a result of this election, THE CITY agrees to provide (including the authority to select) and pay the legal fees and any associated costs of a defense by competent legal counsel and representation for the Harrison County Elections Administrator and Harrison County Elections Office personnel. Nothing in this agreement shall be construed as a waiver of any immunity or defense to which the CITY is entitled under statutory, constitutional or common law.

f. In the event of a recount, THE CITY agrees to pay any expenses incurred by the Harrison County Elections Office not covered by the charges assessed to that person requesting the recount. This would include, but not be limited to, the overtime of any Harrison County Elections Office personnel required to work beyond regular office hours in order to conduct said recount of this election.

g. Force Majeure Clause: Unless otherwise agreed in the contract between the parties, where a party fails to perform one or more of its contractual duties, the consequences set out in this clause will follow if and to the extent that the party establishes that (a) it's failure to perform was caused by an impediment beyond its reasonable control and (b) that it could not reasonably have avoided or overcome the effects of the impediment.

This provision shall become effective only if the party failing to perform notifies the other party within a reasonable time of the extent and nature of the Force Majeure event, limits delay in performance to that required by the event and takes all reasonable steps to minimize damages and resume performance.

One or more of the following impediments would invoke this clause: war, armed conflicts or the serious threat thereof, hostilities, invasion, act of a foreign enemy, extensive military mobilization, civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience, act of terrorism, sabotage or piracy;

Plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, social distancing, isolation or other order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization;

Act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, earthquake, landslide, flood, damage or destruction by lightning, drought;

Explosion, fire destruction of machines, equipment and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current; shortage or inability to obtain

critical material or supplies to the extent not subject to the reasonable control of the subject party ("force majeure event").

IV. THE CONTRACTING OFFICE shall keep the original, signed contract onsite at the Elections Office and will file copies of this contract with the Harrison County Treasurer and the Harrison County Auditor. THE CITY shall maintain a copy of the contract as its central office.

V. DAMAGE TO HARRISON COUNTY ELECTIONS OFFICE VOTING EQUIPMENT

THE CITY recognizes and acknowledges responsibility for any actual expenses for repairs and or replacement for any damage or loss of equipment that occurs while the Harrison County Elections Office voting equipment is onsite for this/these elections and not covered under the Hart InterCivic warranty.

VI. THE CITY acknowledges that the following local political subdivisions located wholly or partly within Harrison County, will be holding an election at the same time as the CITY on the 3rd of November, 2020 unless one or more of such local political subdivisions cancels its election in accordance with Section 2.053 of the Texas Election Code: Waskom Independent School District, Karnack ISD, Hallsville ISD, City of Uncertain, City of Waskom, City of Hallsville

VII. THE CITY does hereby agree to hold a Joint Election under Section 271.002 of the Texas Election Code with the other local political subdivision(s) listed above that is (are) also holding an election on the 3rd of November 2020 in all or part of the same territory and to execute with such other local political subdivision(s) a Joint Election Agreement.

In the event of such a Joint election, the CITY does hereby agree to share in the expenses common to all contracting parties.

It is also agreed upon that the CITY gives its consent to use the same Early Voting location and the services of the Election Clerks assigned.

It is agreed upon that the CITY gives its consent to use the same Election Day polling location and services of the Election Clerks assigned.

The CONTRACTING Officer agrees to charge only once for the use of voting equipment at a shared polling location and will divide the charges equally among the local political subdivisions using the same polling locations.

VIII. If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the CITY shall not be responsible for any expenses involved with or incurred by the other local political subdivisions involved in the Joint Election Agreement.

Should any of the other cities or schools cancel their election, The CITY acknowledges that it will be totally responsible for any and all expenses involved with the holding of the city election.

IX. THIS CONTRACT is made and performed in Harrison County Texas.

Signed and executed this 23rd day of July 2020

_____

City Manager

_____

City Secretary

Elections Administrator, Donald Robinette

Seal of the Harrison County Elections Office

Harrison County Elections Office

TO THE CITY OF MARSHALL: ESTIMATED COST OF ELECTION SERVICES CONTRACT

DESCRIPTION	SOLE	JOINT
Hart Ballot Production Services	$3300.00	$3300.00
Shipping MBB's, Ballots	200.00	100.00
Configuration/Testing	400.00	200.00
Pollbook config. Program, Test	300.00	150.00
Ballot by mail, estimated 500 @ $2.00 each	1000.00	500.00
MNM publish of Logic Accuracy Test	120.00	60.00
Election kit supplies, EV	54.00	27.00
Election kit supplies, ED	54.00	27.00
Rental poll books	300.00	150.00
Rental voting machine sets EV	400.00	200.00
Rental voting machine sets ED	400.00	200.00
MIFI connections, 10	504.00	270.00
Transportation voting equipment,10	250.00	125.00
EARLY Voting clerks: 3@108hr$9.00	1647.00	823.50
Election DAY Judge Fee,10	250.00	125.00
Election DAY judge and 3 clerks, 14 hrs each	5040.00	2520.00
8 member EVBB, CCSB, 8 hrs ea	576.00	288.00
4 member LPBB, 4 hrs each	144.00	72.00
Judge fee x 2	50.00	25.00
Overtime	300.00	150.00
Technical Support	300.00	150.00
SUBTOTAL	$ 15,400.00	$9350.00
ADMINISTRATIVE FEE 10%	1540.00	935.00
ESTIMATED TOTALS	**$16940.00**	**$10,285.00**

Harrison County Elections Office

P.O. Box 8409, Marshall, Texas 75671

To CITY OF MARSHALL—Election Contract—Scope of Work—Uniform Election

Voting Entities: City of Marshall, simultaneous election, some shared costs

Registered Voters: 13,959

Projected Voter Turnout/number of ballots: 6,000

Absentee Ballot Estimate: 500

Qualifying Voters: KnowInk apple 3 E tablets with polling application

Voting systems: Hart eScan with paper ballots; Hart JBC with eSlate DAU/DRE electronic ballots

Poll worker training: Yes in person at elections office.

Election Day: Tuesday, November 3rd 2020

Early Voting Timeframe: 10 days: October 13-16; 19 to 22 and October 26 to 29 from 8 to 5 and Fridays October 23rd and 30th from 7:00 AM to 7:00 PM.

Number of Early voting locations: One, main office

Equipment to be used: 1 eScan, 1 JBC and 2 eSlates; 3 e Poll Books with MIFI

Poll workers: 3

Number of Election DAY voting locations: TEN, Marshall Convention Center, ETBU, Wiley, Lions CC, St. Marks, ESD 4 Station 4, Airport, Arena, Library, Evangelical Presbyterian

Equipment to be used: 10 eScan, 10 JBC and 11 eSlates; 21 e poll books with MIFI

Poll workers: 40; 10 lead Judge and 30 clerks

Equipment Delivery and Pickup by Election Judge and clerks.

Payments should be made payable to “Harrison County” within 30 days of receipt of invoice.

For any questions please contact the Harrison County Election Office at 903-935-4822.

Thank You for the opportunity to administer your election!

ITEM 10

CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

ITEM 11

ADJOURNMENT