

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 8-19-2024  
Meeting Date: 8-26-2024  
Submitted By: Joy Adams  
Department: Elections  
Signature of Elected Official/Department Head:  
Joy Adams

**Court Decision:**  
This section to be completed by County Judge's Office



August 26, 2024

**Description:**

Consideration for the approval of the City of Mansfield Election Agreement for the November 5, 2024, Special Election.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

**Person to Present:** \_\_\_\_\_

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** \_\_\_\_\_ minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor  
 Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

**ELECTION AGREEMENT  
FOR JOHNSON COUNTY AND CITY OF MANSFIELD  
NOVEMBER 5, 2024**

**THIS AGREEMENT is made and entered into this 12<sup>th</sup> day of August 2024, by and between the COUNTY OF JOHNSON, TEXAS, acting by and through the JOHNSON COUNTY ELECTIONS ADMINISTRATOR (hereinafter referred to as "COUNTY") and CITY OF MANSFIELD, acting by and through its Mayor or his designee (hereinafter referred to as "CITY").**

**WHEREAS, the COUNTY will be conducting the "CITY" Special Election on November 5, 2024 for registered voters of Johnson County, Texas residing within City; and**

**WHEREAS, pursuant to Sec. 31.093, Texas Elections Code, the County Elections Administrator is required to enter into a contract with CITY to conduct and furnish election services for this November 5, 2024 Special Election of CITY: and**

**WHEREAS, CITY desires that the Johnson County Elections Administrator conduct and coordinate this election; NOW THEREFORE,**

**FOR AND IN CONSIDERATION of the mutual project referenced herein, the parties hereto agree to hold an election on November 5, 2024 from 7:00 a.m. until 7:00 p.m., in accordance with Section 271.002, Texas Election Code, and that said election to be conducted pursuant to the terms of this agreement.**

**I. AGREEMENT**

**GENERAL TERMS:**

- 1.01 On November 5, 2024, the election shall be held from 7:00 AM until 7:00 PM, that day, at the location listed on Exhibit B.
- 1.02 The political subdivision participating in the election on November 5, 2024, shall have and use the election Judges and ES&S ExpressVote voting equipment.

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## **II. JOHNSON COUNTY**

**2.01** The COUNTY agrees to coordinate, supervise, and conduct the Election, pursuant to the provisions of the Texas Election Code unless specifically provided otherwise in this Agreement with the understanding that the Election is only for the registered voters of Johnson County, Texas residing within the CITY

**2.02** The Elections Administrator shall perform the following duties:

- a. Designate voting locations and contact the owners or custodians of public (or if unavailable, private) buildings and arrange for their use. Such voting locations shall be furnished to CITY as soon as possible.
- b. Appoint, notify, and train the presiding judges and alternate judges and clerks. The names and addresses of each judge and alternate judge and clerk shall be furnished to the CITY at a later date.
- c. Compensate election judges, alternate judges and clerks.
- d. Transport voting equipment to and from each polling location.
- e. Rent, if necessary, voting locations.
- f. Provide lists of registered voters to the election judges.
- g. Preparation of programs and test materials for tabulation of the ballots to be used with electronic voting equipment in accordance with the provisions of the Texas Election Code and of this Agreement.
- h. Publish notice of the date, time, and place of the testing of the electronic tabulation equipment and conduct such testing.

## **III. EARLY VOTING AND ELECTION DAY VOTING**

**3.01** Early Voting by Personal Appearance

- a. The Elections Administrator of Johnson County shall serve as Early Voting Judge for the CITY Special Election and other judges and clerks shall be appointed by her as needed.

- b. Early Voting by personal appearance shall be conducted at the location listed on Exhibit A. All eligible voters in the City of Mansfield may vote early at all of the eight early voting locations.
- c. Early Voting by personal appearance will begin on October 21, 2024, and will end on November 1, 2024. There will be early voting on Saturdays, Sundays, or legal holidays, unless otherwise agreed to by the parties.
- d. Temporary extended hours at those sites listed as in sec: 85.005 of the Election Code.

**3.02 Early Voting By Mail:**

- a. The COUNTY shall be responsible for early voting ballot requests by mail.
- b. CITY shall forward any requests by mail applications to the COUNTY.
- c. The COUNTY shall be responsible for all preparation of mail ballots including mailing ballot to voter.

**3.03 The Ballot Board Judge for the CITY shall be as designated by the COUNTY. The Early Voting Ballot Board's duties will include:**

- (1) Serve as Signature Verification Committee
- (2) Prepare the mail ballots for tabulation.
- (3) Convene to count provisional ballots and late ballots from out of the country, if any. (7<sup>th</sup> day or earlier after Election Day).

**3.04 Election Day Voting:**

The COUNTY shall be responsible for the following:

- a. Procure, prepare, and distribute supplies and the ES&S ExpressVote and other election equipment for personal appearance on Election Day.
- b. Procure, prepare, and distribute Election Day supplies, tables, chairs if needed, and equipment, including ballots.
- c. Supervise the handling and disposition of election returns, tabulate unofficial returns, and assist in preparing the tabulation for the official canvass.
- d. Prepare the canvass report after all precincts have been counted and make available a copy of the appropriate part of the tabulation report.

e. Conduct the manual count.

3.05 Serve as custodian of election records and store election records as provided by Section 66.058 of the Texas Election Code for a period of 22 months.

#### IV. CITY

CITY shall have the following responsibilities in conducting this election on November 5, 2024

4.01 Prepare any election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate officer; and take all actions required by law for calling the election, handling contests, canvassing the returns, and declaring the results of the election.

4.02 Prepare and publish information for the required election notice.

4.03 Deliver to the Elections Administrator the official wording, including Spanish translation, to be printed on the optical scan ballot. All documents must be delivered to the County Elections office by the 20<sup>th</sup> day of August 2024. If the documents are not received by the above date this Election Agreement will be terminated and County will have no obligations regarding the above referenced election.

4.04 Approve final optical scan ballot wording for content, form, and spelling.

4.05 Prepare and publish the Notice of Election, which is the required and described method of giving notice in accordance to Texas Election Code (Sec 4.003(a) (1).

4.06 Provide maps and other reference guides.

4.07 Assist the Election Administrator with providing Election Personnel.

4.08 Pursuant to Texas Election Code Sec. 67.003, canvass the official results between the 3<sup>rd</sup> and 11<sup>th</sup> day following the election.

## **V. PAYMENT FOR SERVICES**

- 5.01 In consideration for the services and expenses provided by the County for conducting this election, the County shall be reimbursed for the optical scan ballots, ballot layout, media, coding the ES&S ExpressVote equipment, DS950 optical scan equipment, voting supplies, Election Judges, Clerks, Central Count, Ballot board, a 10 % administration fee, and any other expenses listed on Exhibit C.
- 5.02 Should a recount be required, those costs associated with the recount, if any, shall be in accordance with the provisions of the Texas Election Code.
- 5.03 The official for parties to contact for all purposes shall be listed at the end of the Agreement. All notices and other deliveries under the Agreement shall be delivered to said individual so listed.

## **VI. RUN-OFF ELECTION**

- 6.01 In the event there is a run-off election, this Agreement shall be extended for the time necessary to conduct the run-off election and the CITY and COUNTY agree to continue to perform their respective responsibilities as set forth in this Agreement as are applicable to a run-off election. CITY will be responsible for any and all additional costs associated with the run-off election incurred by COUNTY. Any additional costs owed to COUNTY by CITY will be invoiced by COUNTY and CITY agrees to pay said invoiced amount within thirty (30) days of receipt of the invoice from COUNTY.

## **VII. TERMINATION IF ELECTION IS CANCELED**

- 7.01 In the event that the election is canceled due to all candidates being unopposed, County and CITY agree that this Agreement will be terminated and CITY will owe a cancellation fee of \$75.00 to be paid by CITY within thirty (30) days of said cancellation.

**ACCEPTANCE:**


On behalf of Johnson County Elections Administration, I hereby accept the terms of the Agreement.

Signed the 26<sup>th</sup> day of August, 2024.

  
\_\_\_\_\_  
Elections Administrator  
Johnson County, Texas

On behalf of City of Mansfield, I hereby accept the terms of this Agreement.

Signed the 12<sup>th</sup> day of August, 2024.

  
\_\_\_\_\_  
Michael Evans, City of Mansfield  
Mayor

IN WITNESS WHEREOF, the above Agreement was adopted at a meeting of the Commissioner's Court of Johnson County on the 26<sup>th</sup> day of August, 2024.

COUNTY OF JOHNSON

  
\_\_\_\_\_  
County Judge  
Johnson County Commissioners  
Court

Officials for notice:  
Elections Administrator  
Johnson County  
P.O. Box 895  
Cleburne, Texas 76033

Michael Evans, City of Mansfield  
Mayor  
1200 E. Broad St.  
Mansfield, Texas 76063

**EXHIBIT A**

**CITY OF MANSFIELD SPECIAL ELECTION  
NOVEMBER 5, 2024  
EARLY VOTING POLLING LOCATION  
(ELECCIÓN ESPECIAL CITY OF MANSFIELD  
5 DE NOVIEMBRE DEL 2024  
CENTRO PARA VOTACIÓN ADELANTADA)**

October 21, 2024 through November 1, 2024 is the period for early voting by personal appearance (Sec. 85.001). Any voter qualified to vote in the November 5, 2024, City of Mansfield Special Election is eligible for early voting by personal appearance.

Early voting by personal appearance will be conducted at all following locations:

Monday, October 21, 2024 - Friday, October 25, 2024 hours: 8:00 am until 5:00 pm

Monday, October 28, 2024 - Friday, November 1, 2024 hours: 7:00 am until 7:00 pm

Monday, October 28, 2024 hours: 7:00 am until 5:00 pm. Venus Comm. Center "ONLY"

*(El plazo para la votación adelantada en persona es desde el 21 de octubre del 2024 hasta el 1 de noviembre del 2024 (Sec. 85.001). Cualquier votante cualificado para votar en la City of Mansfield Elección Especial del 5 de noviembre del 2024, es elegible para la votación adelantada en persona.*

*La votación adelantada en persona se llevará a cabo en todas las siguientes ubicaciones:*

*Lunes, 21 de octubre del 2024 – viernes, 25 de octubre del 2024; horas: 8:00 am hasta 5:00 pm*

*Lunes 28 de octubre del 2024 – viernes, 1 de noviembre del 2024; horas: 7:00 am hasta 7:00 pm*

*Lunes 28 de octubre del 2024; horas: 7:00 am hasta 5:00 pm Venus Comm. Center "ONLY"*

Voters may choose to vote in any one of the below locations regardless of where they reside in Johnson County.

**Hours for additional weekend early voting will be extended at all eight early voting locations to include:**

**Saturday October 26, 2024, 7:00 am to 7:00 pm.**

**Sunday October 27, 2024, 10:00 am to 4:00 pm**

*(Los votantes pueden escoger votar en cualquiera de las siguientes ubicaciones sin importar donde vivan en el Condado Johnson.*

**Las horas adicionales para la votación adelantada durante el fin de semana serán extendidas en todas las ocho ubicaciones para votación adelantada incluyendo:**

**Sábado, 26 de octubre del 2024, 7:00 am hasta 7:00 pm**

**Domingo, 27 de octubre del 2024, 10:00 am hasta 4:00 pm)**

<b>Comm. Pct. 1:</b> <b>Main:</b> <b>(Comisario, Recinto 1)</b>	Johnson County Elections 103 S. Walnut St. Cleburne, Texas 76033
<b>Comm. Pct. 1:</b> <b>(Comisario, Recinto 1)</b>	Cleburne Conference Center 1501 W. Henderson St. Cleburne, Texas 76033
<b>Comm. Pct. 1:</b> <b>(Comisario, Recinto 1)</b>	City Park Pavilion of Godley 104 E. Allen Ave Godley, Texas 76044
<b>Comm. Pct. 2:</b> <b>(Comisario, Recinto 2)</b>	Burleson Sub-Courthouse 247 Elk Dr. Rm. 212 Burleson, Texas 76028
<b>Comm. Pct. 3:</b> <b>(Comisario, Recinto 3)</b>	Alvarado Sub-Courthouse 206 N. Baugh St. Alvarado, Texas 76009
<b>Comm. Pct. 3:</b> <b>(Comisario, Recinto 3)</b>	Pct. 3 Maintenance Facility 10420 E. FM 917 Alvarado, Texas 76009
<b>Comm. Pct. 4:</b> <b>(Comisario, Recinto 4)</b>	Keene City Hall 1600 N. Old Betsy Rd. Cleburne, Texas 76031
<b>Comm. Pct 4:</b> <b>(Comisario, Recinto 4)</b>	Venus Community Center 210 Walnut St. Venus, Texas 76084

Sec. 85.062 Texas Election Code

(2) The Commissioners court of a county with a population of 100,000 or more but less than 400,000 shall establish one or more early voting polling places other than the main early voting polling place in each Commissioners precinct containing territory covered by the election. (Sec. 85.062 (A)(2) Código Electoral de Texas (1) El Tribunal de Comisarios de un condado con una población de 100,000 ó más, pero menos de 400,000, establecerá al menos un centro de votación adelantada, además del centro principal de votación adelantada, en cada recinto de los comisarios que cubra territorio incluido en la elección.

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**EXHIBIT B**

**CITY OF MANSFIELD SPECIAL ELECTION**

**NOVEMBER 5, 2024**

**POLLING LOCATIONS**

**7:00am -7:00pm**

**(ELECCIÓN ESPECIAL CITY OF MANSFIELD**

**5 DE NOVIEMBRE DEL 2024**

**CENTROS DE VOTACIÓN)**

**Pct. 35**

**First Baptist Church of Lillian**

**(Primera Iglesia Bautista de Lillian)**

**10552 CR 519**

**Lillian, Texas 76061**

**Pct. 42**

**New Hope Community Church**

**(Iglesia Comunitaria Nueva Esperanza)**

**11965 CR 506**

**Venus, Texas 76084**

**Pct. 43**

**Countryside Baptist Church**

**(Iglesia Bautista del País)**

**1390 S Main St.**

**Mansfield, Texas 76063**

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**Exhibit C**

**COST OF SERVICE.** The City of Mansfield shall pay for services , supplies, and equipment in accordance with the following estimated cost schedule. The City of Mansfield will be liable to pay all the expense that have endured; and a 10% administration fee.

**THE CITY OF MANSFIELD: 2024 NOVEMBER 5th**  
**Contracted Election with Johnson County/Shared Ballots 8 EV & 3 ED Location.**  
**Pct. 35, 42, & 43**

<b>1. VOTING EQUIPMENT, TABULATION NOTICE, AND BUILDING RENTAL</b>	<b>Estimated Cost</b>
<u>(X) Rental DS950 Optical Scanner</u>	\$250.00
<u>(X) Rental ES&amp;S Epress Vote for HAVA</u>	\$750.00
<u>(X) Programming Charges/Coding/Media/ shipping for DS950 Central count &amp; Auto-marks</u>	\$900.00
<u>(X) Printing Ballots/Layout/Spanish Coding/ shipping</u>	\$3,000.00
<u>(X) Publish Notice of Tabulation Test</u>	\$85.00
<u>(X) Building Rental</u>	\$200.00
<b>2. CENTRAL COUNT EXPENSES</b>	
SC <u>(X) CC Station Manager</u>	\$62.50
SC <u>(X) Tabulation Supervisor</u>	\$75.00
SC <u>(X) Assistant Tabulation Supervisor</u>	\$75.00
SC <u>(X) Assistant Tabulation</u>	\$50.00
SC <u>(X) CCS Judge</u>	\$37.50
SC <u>(X) CCS Alt. Judge</u>	\$37.50
SC <u>(X) Early Voting Ballot Board Judge</u>	\$240.00
SC <u>(X) Early Voting Ballot Board Alt. Judge</u>	\$208.00
SC <u>(X) Early Voting Ballot Board Personnel</u>	\$416.00
SC <u>(X) Provisional/Late Ballot Board Judge</u>	\$30.00
SC <u>(X) Provisional/Late Ballot Board Alt. Judge</u>	\$26.00
SC <u>(X) Provisional/Late Ballot Board Clerks</u>	\$52.00
SC <u>(X) Security</u>	\$360.00
<b>3. ESTIMATED EARLY VOTING COSTS</b>	
<u>(X) Judge's Kit Early Voting</u>	\$200.00
<u>(X) Ballot by Mail MAC</u>	\$500.00
<u>(X) Early Voting Judges and Clerks</u>	\$9,600.00
<u>(X) Early Voting Mileage Reimbursement</u>	\$50.00
<u>(X) Early Voting Pick up &amp; delivery fee</u>	\$100.00

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**Exhibit C**

**4. ESTIMATED ELECTION DAY COSTS**

<u>(X) Judge's Kit Election Day</u>	\$100.00
<u>(X) Election Day Judges and Clerks</u>	\$600.00
<u>(X) Election Day Pick up &amp; delivery fee</u>	\$38.00
<u>(X) Supplies</u>	\$150.00

Subtotal ..... \$18,192.50

**5. CONTRACT ADMINISTRATIVE FEE & TOTAL COST**

10% of Subtotal \$1,819.25

**TOTAL COST ..... \$20,011.75**

**\* Per section: 7.01**

If the Election is canceled there will be a fee of \$75.00 to be paid by CITY within (30) days of said cancellation.

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