AGENDA ITEM
CA25

AGENDA PLACEMENT FORM

Send to: ccagenda@johnsoncountytx.org

Date: 8.6.2026

Meeting Date: 8.24.2026

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

Johnson County ★ APPROVED ★ Commissioners Court

8.24.2026

Description:

Consider approval of the Election Agreement between Johnson County and the City of Keene for the November 3, 2026 General Election.

(May attach additional sheets if necessary)

Person to Present: Joy Adams

(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: 3 minutes

Session Requested: (check one)

☐ Action Item ☑ Consent ☐ Workshop ☐ Executive ☐ Public Announcement

Check All Departments That Have Been Notified:

☑ County Attorney ☐ IT ☐ Purchasing ☐ Auditor

☐ Personnel ☐ Development Services ☐ Facilities Management

Other Department/Official (list) _____

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

Approved in CC on 9/11/2023

ELECTION AGREEMENT
FOR JOHNSON COUNTY AND CITY OF KEENE
NOVEMBER 3, 2026

THIS AGREEMENT is made and entered into this 30th day of July 2026, 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 KEENE, acting by and through its mayor or his designee (hereinafter referred to as "CITY").

WHEREAS, the COUNTY will be conducting the "CITY" General/Special Election on November 3, 2026, 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 a contract with CITY to conduct and furnish election services for November 3, 2026, General/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 3, 2026, 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 3, 2026, 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 3, 2026, shall have and use the election Judges and ES&S Express Vote voting equipment.

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 with the writ of election, and train the presiding judges and alternate judges and clerks.

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 the election judges with lists of registered voters.

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, Joy Adams, shall serve as Early Voting Judge for the CITY General/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 locations listed on Exhibit A.

c. Early Voting by personal appearance will begin on October 19, 2026, and will end on October 30, 2026, including weekend voting on Saturday and Sunday.

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 ballots to voters.

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. (9th day 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 Express Vote 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 3, 2026.

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 19th day of August 2026

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 with the 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 3rd and 11th 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 Express Vote equipment, DS950 tabulator, 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 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 24th day of August, 2026.

Joy Adams
Elections Administrator
Johnson County, Texas

On behalf of City of Keene, I hereby accept the terms of this Agreement.
Signed the 30th day of July, 2026.

Samantha Gillin, City of Keene
Mayor Pro Tem

IN WITNESS WHEREOF, the above Agreement was adopted at a meeting of the Commissioner's Court of Johnson County on the 24th day of August, 2026.

COUNTY OF JOHNSON

County Judge
Johnson County Commissioners Court

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

Samantha Gillin
Mayor Pro Tem
City of Keene
1000 N. Old Betsy Rd.
Cleburne, Texas 76031

November 3, 2026
Early Voting Locations

Comm. Pct. 1: **Main:** *(Comisario, Recinto 1)* *(Primario)*	**Johnson County Elections** ***(Elecciones del condado de Johnson)*** 103 S. Walnut St. Cleburne, Texas 76033
Comm. Pct. 1: *(Comisario, Recinto 1)*	**Cleburne Conference Center** ***(Centro de Conferencias de Cleburne)*** 1501 W. Henderson St. Cleburne, Texas 76033
Comm. Pct. 1: *(Comisario, Recinto 1)*	**City Park Pavilion of Godley** ***(Pabellón del parque de la ciudad de Godley)*** 104 E. Allen Ave. Godley, Texas 76044
Comm. Pct. 2: *(Comisario, Recinto 2)*	**Burleson Sub-Courthouse** ***(Tribunal secundario de Bruleson)*** 247 Elk Dr. Rm. 212 Burleson, Texas 76028
Comm. Pct. 2: *(Comisario, Recinto 2)*	**Burleson City Hall** ***(Ayuntamiento de Burleson)*** 141 W. Renfro St. Burleson, Texas 76028
Comm. Pct. 3: *(Comisario, Recinto 3)*	**Alvarado Sub-Courthouse** ***(Tribunal secundario de Alvarado)*** 206 N. Baugh St. Alvarado, Texas 76009
Comm. Pct. 3: *(Comisario, Recinto 3)*	**Pct. 3 Maintenance Facility** ***(Instalación de mantenimiento del Pct. 3)*** 10420 E. FM 917 Alvarado, Texas 76009
Comm. Pct. 4: *(Comisario, Recinto 4)*	**Keene Community Center** ***(Centro Comunitario de Keene)*** 1000 N. Old Betsy Rd. Cleburne, Texas 76031
Comm. Pct. 4: *(Comisario, Recinto 4)*	**Venus Community Center** ***(Centro Comunitario Venus)*** 210 Walnut St. Venus, Texas 76084
Comm. Pct. 4: *(Comisario, Recinto 4)*	**Grandview Community Center** ***(Centro Comunitario Grandview)*** 206 Criner St. Granddview, Texas 76050

November 3, 2026
Election Day Locations

Voting Pct.	Name & Address
13	**Lane Prairie Baptist Church** ***(Iglesia Bautista Lane Prairie*** 412 CR 704 Joshua, Texas 76058
21	**The Heights Church-Cleburne** ***(Iglesia de Heights-Cleburne)*** 1315 E. FM 4 Cleburne, Texas 76031
22	**Keene Community Center** ***(Centro Comunitario de Keene)*** 1000 N. Old Betsy Rd. Cleburne, Texas 76031
28	**St. Anthony's Anglican Church** ***(Iglesia Angelical de San Antonio)*** 129 Percifield Trl. Alvarado, Texas 76009
46	**Pct. 4 Maintenance Facility** ***(Centro de Mantenimiento del Recinto 3)*** 4300 E. FM 4 Cleburne, Texas 76031

Exhibit B

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

CITY of KEENE : 2026 NOVEMBER 3RD
Contracted Election with Johnson County/Shared Ballot 10 EV & 5 ED Location.
Pct. 13, 21, 22, 28, & 46

	Estimated Cost
1. VOTING EQUIPMENT, TABULATION NOTICE, AND BUILDING RENTAL	
(X) Rental ES&S DS950 Tabulator	$500.00
(X) Rental ES&S Express Vote for HAVA	$500.00
(X) Programming Charges/Coding/Media/ shipping for DS950 Central Count & Express Vote	$2,000.00
(X) Printing Ballots/Layout/Spanish Coding/Shipping	$3,000.00
(X) Publish Notice of Tabulation Test	$75.00
(X) Building Rental/Mileage Reimbursement	$500.00
2. CENTRAL COUNT EXPENSES	
(X) CCS Personnel	$1,000.00
(X) Early Voting Ballot Board Personnel	$2,000.00
(X) Provisional/Late Ballot Board Personnel	$1,000.00
(X) Security	$800.00
3. ESTIMATED EARLY VOTING COSTS	
(X) Ballot by Mail KEC	$150.00
(X) Early Voting Personnel	$12,000.00
(X) Early Voting Supplies	$1,000.00
4. ESTIMATED ELECTION DAY COSTS	
(X) Election Day Personnel	$1,000.00
(X) Election Day Supplies	$500.00
Subtotal	$26,025.00
5. CONTRACT ADMINISTRATIVE FEE & TOTAL COST	
10% of Subtotal	$2,602.50
TOTAL COST	**$28,627.50**

*Please note that the cost provided is only an estimate.

**Cost may vary based how many entities contract with the county and on final services rendered.