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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** February 6, 2023

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**SUBJECT:**

Consider approval of a contract with Johnson County for election services for the May 6, 2023 general election in an amount not to exceed \$35,000. (*Staff Presenter: Amanda Campos, City Secretary*)

**SUMMARY:**

Texas election code Chapter 31 Section 31.093 allows for a political subdivision to contract with a county election administrator for election services. The political subdivision must reside inside the boundaries of the county for contract election services. The City of Burleson resides inside two counties, Johnson and Tarrant therefore the city must contract with both counties for election services.

There are nontransferable functions that a political subdivision (City Secretary) must retain. The City Secretary must be the filing authority for applications for places on the ballot, Title 15 filings, and maintaining office hours 50 days before the election for at least 3 hours each day. The City Secretary shall maintain the responsibility to post all required notices for the election.

Johnson County shall provide the following:

- Designate voting locations.
- Appoint, notify, compensate, and train the presiding judges and alternate judges and clerks. Provide all necessary supplies and information to the presiding judges
- Transport voting equipment to and from each polling location.
- Preparation of programs, give proper notice, 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.
- Conduct all voting including mail ballots
- Appointed Early Voting Clerk
- Prepare necessary reporting to the State of Texas
- Records Custodian for the May 6, 2023 election

**OPTIONS:**

- 1) Approve the contract as presented with Johnson County
- 2) Approve with modifications
- 3) Deny the contract as presented with Johnson County

**RECOMMENDATION:**

Approve the contract with Johnson County

**FISCAL IMPACT:**

All expenses are budgeted in the City Secretary's Office budget adopted for FY 2022-2023

**STAFF CONTACT:**

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