



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** January 22, 2018
SUBJECT: Approve Resolution No. 2018-003, Calling the May 5, 2018 City Council Election, authorizing a joint election agreement with other Tarrant County political subdivisions and contract with Tarrant County for election services.
PRESENTER: Alicia Richardson, City Secretary

SUMMARY:

The City Council is required by the Texas Election Code to order the City's General Election of Officials. Resolution No. 2018-003 orders the City's Election for May 5, 2018. The resolution also authorizes the city to hold its election jointly with other Tarrant County entities, contract with Tarrant County to administer the joint election, and establishes voting locations.

GENERAL DESCRIPTION:

The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Election Code of the State of Texas and the City of North Richland Hills' City Charter.

The City Charter states that the governing body of the City shall consist of a Mayor and seven (7) Council persons who shall be elected for terms of two years. All places, including the Mayor, will be elected at large. The Mayor and Council persons in Places 2, 4, and 6 shall be elected in even-numbered years and Council persons in Place 1, 3, 5 and 7 elected in odd-numbered years.

Pursuant to Section 3.004 of the Texas Election Code, the governing body of a political subdivision shall order the General Election. An election may only be held on a uniform election date—first Saturday in May or the first Tuesday after the first Monday in November.

In accordance with state law, Resolution No. 2018-003 orders the City's General Election of Officials to be held on May 5, 2018. Persons elected to offices of Mayor and City Council Places 2, 4, and 6 shall be for a term of two years. The resolution establishes Election Day voting locations, provides for the appointment of election officials, early voting and Election Day procedures, and authorizes the Mayor to execute a joint election agreement and contract for election services with Tarrant County.



The filing period for the 2018 General Election began January 17, 2018 and concludes on February 16, 2018. Candidates will file their completed application with the City Secretary's Office during the business week between the hours of 8:00 a.m. and 5:00 p.m.

Early voting will begin April 23, 2018 and continue through May 1, 2018. In the event a run-off election should be needed, the resolution sets June 16, 2018 as the run-off date, provides for early voting days and times and allows the contract with Tarrant County to be extended to the run-off election.

As in previous years, the city's election will be held jointly with other Tarrant County political entities holding an election to be administered by Tarrant County. Following the filing period (February 16, 2018), Tarrant County will provide a finalized contract that includes all entities participating and holding an election. It is anticipated that the election contract will be similar to previous contracts with the county and will include the following provisions:

- Tarrant County Elections Administrator, or his designee, will serve as the administrator of the Joint Election with each participating entity remaining responsible for decisions and actions as required by law.
- Early voting will be conducted jointly with all participating entities beginning on April 23, 2018 and ending on May 1, 2018 at the locations and times established by the county. North Richland Hills voters may vote early at:
 - ✦ Tarrant County Elections Center, 2700 Premier, Fort Worth; (Main Early Voting Location)
 - ✦ Dan Echols Center, 6801 Glenview Drive;
 - ✦ North Richland Hills Library, 9015 Grand Avenue; or
 - ✦ any of the other joint early voting locations (within Tarrant County)
- Early voting by personal appearance will be conducted exclusively on the county's eSlate Electronic Voting System. On Election Day, voters will have a choice between the eSlate electronic voting system or a paper ballot that is scanned using Tarrant County's EScan voting system.
- Ballots that contain content for more than one joint participant because of overlapping territory will be arranged in the following order: Independent School District, City, Water District(s), College District and other political subdivisions.
- On Election Day, North Richland Hills voters will vote at their designated polling location – Dan Echols Center, Library Community Room or the Former Bursey Road Senior Center.
- The Tarrant County Elections Administrator will release unofficial cumulative totals and precinct returns of the election as precincts report to the central and remote tabulating stations and the returns are tabulated. The unofficial cumulative totals and precinct returns will be released to the joint participants, candidates, press and general public by distribution of hard copies at the central counting station (2700 Premier Street, Fort Worth) and by posting to the county web site. On Election night, the county will not allow the release of the results printed on the tapes produced by



the voting equipment to any participating entity at any of the remote collection sites or by phone from the individual polling locations. Each participating entity will receive their election results from either the county's central counting station or county website.

- Election expenses will be allocated among the participating entities according to a formula based on the average cost per Election Day polling place (unit cost) as determined by adding together the overall expenses and dividing the expenses equally among the total number of polling places. Costs for polling locations will be pro-rated equally among the participants using the polling location.
- The Elections Administrator will be the general custodian of the voted ballots and all records of the Joint Election.

RECOMMENDATION:

Approve Resolution No. 2018-003.