



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** April 14, 2025
SUBJECT: Consider establishing a policy that outlines procedures for placing signs at City facilities used as polling locations during early voting and on Election Day.
PRESENTER: Alicia Richardson, City Secretary

SUMMARY:

To consider a policy establishing procedures for City facilities used as polling locations during early voting and on Election Day.

GENERAL DESCRIPTION:

The City of North Richland Hills utilizes city facilities to serve as early voting and Election Day polling locations. The May 2025 election will be the first time that City Hall at 4301 City Point Drive will be utilized as a polling location.

The City's Code of Ordinances, Section 106-13(6)(k) provides that "Notwithstanding the other regulations of this chapter, for any building owned by the city used for voting, unlighted political signs not exceeding three feet in height and with no more than six square feet of sign face on any side may be posted on the grounds of such building outside the distance where electioneering is prohibited by the state during any voting period defined as beginning with the commencement of early voting by personal appearance and ending after the polls close on the last day for early voting by personal appearance for an early voting polling place, and beginning when the polls open on election day and ending when the polls close on election day for an election day polling place. (See V.T.C. A., Election Code, § 43.031(f)) Such signs shall not overhang any sidewalk or driveway."

In an effort to facilitate use of the City Hall property as a polling location, staff is proposing a policy to clarify activities such as:

- Placement of signs in impervious (green) areas only, to be anchored with stakes that will not damage irrigation systems
- Location of tents and seating areas for candidates and campaign workers
- Temporary removal of signs during the Sounds of Spring public events scheduled to occur Friday evenings in the City Hall plaza area



RECOMMENDATION:

Approve a policy that outlines procedures for placing signs at City Hall during early voting and on Election Day.