

City Council Special Meeting Agenda

July 30, 2026 at 6:00 PM

Keene City Hall - Robert G. Cooper Council Chamber
1000 N. Old Betsy Rd., Cleburne, Texas 76031

Live Stream at <https://www.youtube.com/@cityofkeenetexas>

**Samantha Gillin - Place 2, Mayor Pro Tem | Troy Smith - Place 1 | Bob Chapman - Place 3
Rob Foster - Ward 1 | Johnny Shaw - Ward 2 | Chuck Easley - Ward 3**

- 1. Call to Order, Invocation, Pledge of Allegiance, Pledge to Texas Flag**
- 2. Mayor Announcements**

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor.

3. Public Comments

Each person in attendance who wishes to speak to the City Council on an item NOT posted on the agenda shall speak during this section.

A speaker card must be filled out and given to the City Secretary before addressing the City Council. Each speaker will be allotted three (3) minutes.

City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who wishes to speak to the City Council on an item posted on the agenda shall speak when the item is called forward for consideration.

4. General

General business items for discussion:

- A.** Review, discuss, and take action to approve by ordinance an official city limits map that includes all recent annexations and Extraterritorial Jurisdiction (ETJ) changes as of June 30, 2026, pursuant to Texas Local Government Code Section 41.001.
- B.** Review, discuss, and take action to adopt an ordinance on an update to the city ward boundaries as required by the Texas Election Code and City Charter, City of Keene § 1.02.C.
- C.** Review, discuss, and consider possible action to approve a contract with the Johnson County Elections Office to administrate the November 3 General Election and Runoff Election, if needed, for the City of Keene.

5. BUDGET WORKSHOP: Fiscal Year 2027- Revenue**

Informational reports only; no action to be taken.

- A.** Receive information and discuss revenue sources, demographics and metrics regarding the Fiscal Year 2026-2027 (FY27) Proposed Budget, including general fund and utility fund revenue.

6. Executive Session

NOTE: The City Council reserves the right to meet in executive session closed to the public at any time during the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including § 551.071 (private consultation with the attorney for the city); § 551.072 (discussing purchase, exchange, lease or value of real property); § 551.073 – (deliberation regarding prospective gift); § 551.074 (discussing personnel or to hear complaints against personnel); § 551.076 (deliberation regarding security devices or security audit); § 551.087 (discussing economic development negotiations); § 551.089 (deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code). Any decision on such matters will be taken or conducted in open session following the conclusion of the executive session.

7. Reconvene into Open Session

To take action on the above-listed Executive Session item(s), if any.

8. Requests for Future Agenda Items

9. Adjourn

** Taxpayer Impact Statement			
Property Tax Due on Median Valued Homestead			
2024 Rate vs 2025 Rate vs 2025 No New Revenue Rate			
	Rate per \$100 of Value	Median-Valued Homestead Property	Tax Due
2024 Adopted Tax Rate	\$0.834134	\$ 196,567	\$ 1,639.63
2025 Adopted Tax Rate	\$0.828978	\$ 213,409	\$ 1,769.11
2025 No New Revenue Rate	\$0.816257	\$ 213,409	\$ 1,741.97

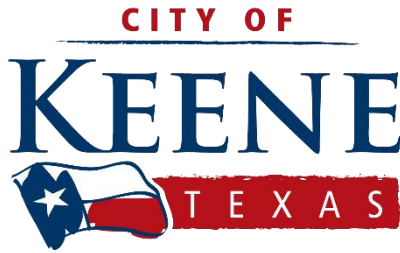
*****The 2025 tax year property tax rate listed above as the “2025 Proposed Rate” was adopted on September 25, 2025, and is currently in effect. The information provided above is required by State law. The agenda discussion posted for this meeting is a preliminary discussion regarding projected revenues and expenses necessary to begin and proceed with the preparation of a budget for Fiscal Year 2026-2027 as required by law. In accordance with State law, information necessary for the City to provide a proposed 2026 tax rate will be available from Johnson County Appraisal District on or after July 25, 2026; however, when a proposed budget has been prepared and the City has received the Appraisal District information necessary to provide a proposed 2026 tax year rate, the table above will be updated with information regarding the 2026 tax year proposed rate, and a proposed budget will be posted online and accessible from the City of Keene homepage at www.keenetx.com.***

This is to certify that a true and correct copy of this Notice of Meeting was posted on the bulletin board at the Keene City Hall, 1000 N. Old Betsy Road, Cleburne, Texas a place readily accessible to the general public at all times and to the City's website www.keenetx.com, in compliance with Chapter 551, Texas Government Code, three business days prior to the start of this meeting.

Date: 07/24/2026 Time: 3:00 PM By: Holly B. Russell
Holly Russell, City Secretary

Accessibility Statement

The Keene City Hall is wheelchair accessible. The entry ramp is at the front, with entry at the front entrance to City Hall. Reasonable accommodation to furnish auxiliary aids or assistance to assist persons with special needs will be provided when seventy-two (72) hours advance notice is given. Please contact the City Secretary's Office at 817-641-3336 ext. 105.



City Council Special Meeting

July 30, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Item 4A

SUBJECT:

Review, discuss, and take action to approve by ordinance an official city limits map that includes all recent annexations and Extraterritorial Jurisdiction (ETJ) changes as of June 30, 2026, pursuant to Texas Local Government Code Section 41.001.

BACKGROUND:

Since 2021, there have been several annexations for new developments, and removals from the Keene ETJ. To be able to also update the Ward boundaries for the city, the city limits map must be updated and adopted by ordinance. Development Services staff, the City Secretary, and the engineers from Jacob & Martin have combed through all available records, ordinances, minutes, and agreements to construct a map that accurately reflects the annexation history and current boundaries of the city.

RECOMMENDATION:

Staff recommend approval of an ordinance to adopt this as the official city map.

ATTACHMENTS:

- Draft city boundaries map
- Draft Ordinance 2026-694 adopting a revised city boundaries map with annexation history

**CITY OF KEENE, TEXAS
ORDINANCE NO. 2026-694**

**AN ORDINANCE OF THE CITY COUNCIL OF KEENE, TEXAS
ADOPTING AN AMENDED OFFICIAL MAP OF THE MUNICIPAL
BOUNDARIES AND EXTRATERRITORIAL JURISDICTION;
PROVIDING FOR SEVERABILITY, PROVIDING A CUMULATIVE
REPEALER; PROVIDING A PENALTY, AND AN EFFECTIVE DATE.**

WHEREAS, the City of Keene (the “City”) is a home rule municipality located in Johnson County, Texas created in accordance with the provisions of the Texas Local Government Code and the Texas Constitution, and operating pursuant to the enabling legislation of the state of Texas; and

WHEREAS, Chapter 41, Section 41.001 of the Texas Local Government Code requires that, upon annexation, each municipality prepare and maintain an official map that accurately reflects its corporate boundaries and its extraterritorial jurisdiction, and shall maintain a copy of the map in a location easily accessible to the public and on the city website; and

WHEREAS, The Keene City Charter Section 1.904 Change of Boundaries states City Council may annex and disannex territory in accordance with State law; and

WHEREAS, the City Council of the City of Keene (“City”) has reviewed the map reflecting the City’s corporate and/or extraterritorial boundaries that includes a reference to all municipal ordinances reflecting annexed and disannexed parcels by the City, and the City Council desires to approve the official city map which is attached and incorporated herein as **Exhibit “A”** as an accurate depiction of its boundaries; and

WHEREAS, after due deliberation and consideration, the City Council has determined that this Ordinance should be adopted, and that such Ordinance is in the best interest of the public health, safety, and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEENE, TEXAS, :

SECTION 1. The City Council finds that the facts and matters set forth in the preamble of this Ordinance are found to be true and correct and are incorporated herein as findings of fact.

SECTION 2. Adoption of Official Map. The City Council hereby approves and adopts the map attached as Exhibit “A” as the official map of the municipal boundaries and extraterritorial jurisdiction of the City of Keene, Texas. The City Council hereby declares all previous maps reflecting the City’s corporate and/or extraterritorial boundaries are amended, so that this official map replaces and supersedes all prior maps. The City Secretary/Clerk is directed to retain a copy of the official map in the office of the City Secretary/Clerk, the City Engineer shall retain a copy of the official map in the office of the City Engineer, and it shall be posted on the City website.

SECTION 3. Savings Clause. All ordinances, or parts of ordinances, in conflict herewith are, to the extent of such conflict, hereby repealed, the balance of such ordinance is hereby saved from repeal.

SECTION 4. Severability. The invalidity of any part of this Ordinance shall not invalidate any other part hereof. The terms and provisions of this Ordinance shall be deemed to be severable. If any section, subsection, sentence, clause, or phrase of this Ordinance should be declared to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause, or phrase of this Ordinance.

SECTION 5. Public Notices and Open Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

SECTION 6. Penalty. Any Person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof, fined in an amount not to exceed five hundred dollars (500.00).

SECTION 7. Effective Date. This Ordinance shall take effect immediately from and after its passage.

DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS THIS 30th DAY OF JULY 2026.

THE CITY OF KEENE, TEXAS

Samantha Gillin, Mayor Pro Tem

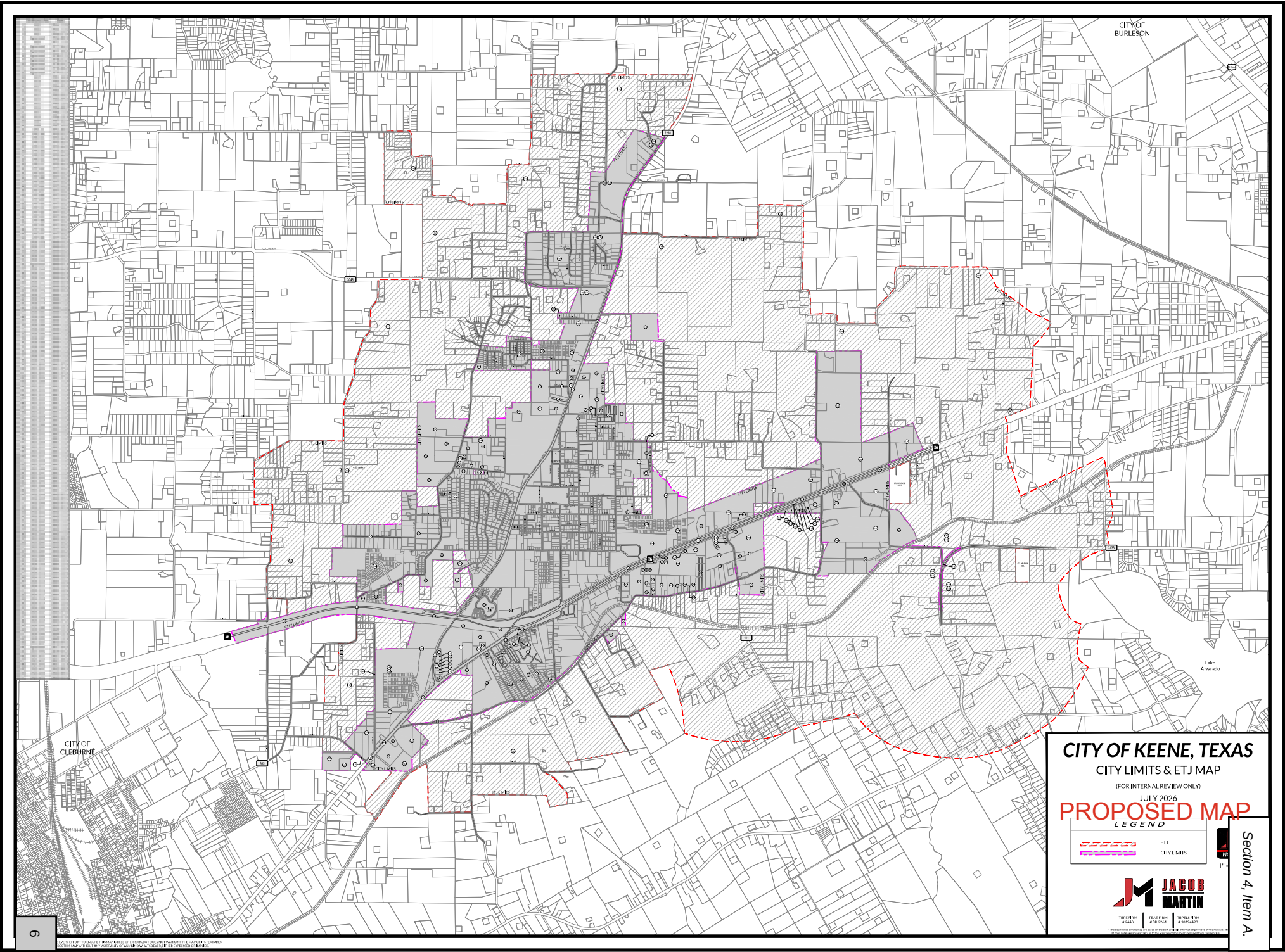
ATTEST:

Holly Russell, City Secretary

APPROVED AS TO FORM:

Judy El Masri, City Attorney

Save Time: 7/13/2026 3:53 PM
Scale: 1" = 1 mile
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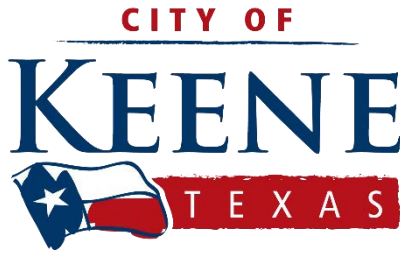
CITY OF KEENE, TEXAS
CITY LIMITS & ETJ MAP
(FOR INTERNAL REVIEW ONLY)
JULY 2026
PROPOSED MAP
LEGEND

	ETJ
	CITY LIMITS

JACOB MARTIN

DATE: FROM 4/20/2025	DATE: FROM 4/20/2025	DATE: FROM 4/20/2025
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Section 4, Item A.
1"



City Council Special Meeting

July 30, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Item 4B

SUBJECT:

Review, discuss, and take action to adopt an ordinance on an update to the city ward boundaries as required by the Texas Election Code and City Charter, City of Keene § 1.02.C.

BACKGROUND:

Since new developments are already selling homes, these areas needed to be added to the official city boundaries map and then assigned to a Ward. The County Election Office, which handles voter registrations, has received their first registration for a resident that is located in one of the currently unassigned areas. They cannot issue a voter registration card until the city has assigned and adopted the Ward boundaries. Jacob & Martin, the city's contract engineering firm, was able to assist with creating a proposed new boundary map. The proposed ward map is intended to provide the most balanced distribution possible based on available information, current census data, and reasonable estimates related to existing and planned residential development.

In the absence of current ward-level population figures, the proposed map was developed using available records to identify existing residential homes and platted residential lots. The proposed ward boundaries were therefore based on the distribution of residential structures and platted lots rather than confirmed population counts. This approach provides a practical method for estimating future ward distribution while recognizing the limitations of currently available data. After the 2030 Federal Census data becomes available, the City will have to re-evaluate Ward boundaries again based on that demographic information.

Proposed Changes to Existing Ward Boundaries

The most notable change in the boundaries occurs in the area in which all three Wards meet in the older section of the city.

- The lower portion of Ward II will extend east, past Mockingbird Lane, and extend further south from Hillcrest St to E. Fourth Street on the west side of S. College Dr.
- The lower portion of Ward II on the east side of S. College Dr. will extend further south than E. Fourth Street to encompass the residential lots just before US Hwy 67; and then extend further east to S. Eastern St. between E. First St and E. Fourth Street. The six residential lots on the east side of S. Eastern St. are also included in the change to Ward II.
- The lots on the south side of E. Maple St. and the north side of E Walnut St., between N. Fairview St. and N. College Dr., will move from Ward III to Ward II.
- The block bordered by Pecan St. and E. First St., and N. Eastern St. and Fir St., will

be moved from Ward I to Ward 3.

- The Canyons development will be divided between Ward I and Ward III.
- The western end of John Thomas Dr. will be moved from Ward I to Ward II.
- To the far west, the new Ashton Homeplace development, located just north of US Hwy 67, will be included in Ward II.
- To the south of US Hwy 67, Covington Acres and Sunset Ridge are included in Ward I.

RECOMMENDATION:

Staff recommend approval of an ordinance to adopt the updated Ward Boundaries map.

ATTACHMENTS:

- Draft Ordinance 2026-695 adjusting the municipal ward boundaries of the City of Keene
- Draft city ward boundaries map

**CITY OF KEENE, TEXAS
ORDINANCE NO. 2026-695**

AN ORDINANCE OF THE CITY OF KEENE, TEXAS ADJUSTING THE MUNICIPAL WARD BOUNDARIES OF THE CITY OF KEENE, TEXAS; AND ADOPTING A REVISED WARD MAP; PROVIDING FOR SEVERABILITY, PROVIDING A CUMULATIVE REPEALER; PROVIDING A PENALTY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Keene (the “City”) is a home rule municipality located in Johnson County, Texas created in accordance with the provisions of the Texas Local Government Code and the Texas Constitution, and operating pursuant to the enabling legislation of the state of Texas; and

WHEREAS, the City Council finds, pursuant to the City of Keene, Texas City Charter, Section 1.02 “Form of Government,” the City Council has the power to adjust boundaries by ordinance to compensate for any significant change in population within a given ward to “ensure equal voting rights for all citizens under state and federal law;” and

WHEREAS, pursuant to Texas Local Government Code Section 22.040 the governing body of the municipality may change ward boundaries, and pursuant to Texas Election Code Section 276.006 a change in boundary is not effective unless an order is adopted more than three (3) months before election day; and

WHEREAS, the City engineer and City staff, upon review and analysis of available census data, census-based household assumptions, projected growth data, and estimated residential build-out recommends that the City Council adjust the municipal ward boundaries to permit qualified citizens residing in either areas of new construction, or annexed areas of the city to register to vote in upcoming elections and maintain the City’s compliance with state and federal election and voting rights requirements; and

WHEREAS, the City of Keene City Council finds and determines that adjusting the municipal ward boundaries, and adopting a revised ward map as shown on Exhibit “A” attached and incorporated hereto, incorporating residents in areas of new construction and annexed areas, complies with the redistricting criteria provided by Texas Election Code, Texas Local Government Code and federal law; and is in the best interest of the citizens of Keene.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEENE, TEXAS, :

SECTION 1. The City Council finds that the facts and matters set forth in the preamble of this Ordinance are found to be true and correct and are incorporated herein as findings of fact.

SECTION 2. the City Council does hereby adjust the boundaries of its municipal wards, Ward I, Ward II, and Ward III, and the ward map is revised as depicted in the City of Keene, Texas Election Wards Map attached and incorporated herein as **Exhibit “A”**.

SECTION 3. The City Clerk is directed to notify the voter registrar of Johnson County of the boundary change and provide the revised map in a format compatible with the mapping format used by the registrar’s office as required by Texas Local Government Code, Section 41.0615.

SECTION 4. Savings Clause. All ordinances, or parts of ordinances, in conflict herewith are, to the extent of such conflict, hereby repealed, the balance of such ordinance is hereby saved from repeal.

SECTION 5. Severability. The invalidity of any part of this Ordinance shall not invalidate any other part hereof. The terms and provisions of this Ordinance shall be deemed to be severable. If any section, subsection, sentence, clause or phrase of this Ordinance should be declared to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause or phrase of this Ordinance.

SECTION 6. Public Notices and Open Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

SECTION 7. Penalty. Any Person, firm or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof, fined in an amount not to exceed five hundred dollars (500.00).

SECTION 8. Effective Date. This Ordinance shall take effect immediately from and after its passage.

DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF KEENE, TEXAS THIS 30th DAY OF JULY 2026.

THE CITY OF KEENE, TEXAS

Samantha Gillin, Mayor Pro Tem

ATTEST:

Holly Russell, City Secretary

APPROVED AS TO FORM:

Judy El Masri, City Attorney

DRAFT

CITY OF KEENE, TEXAS

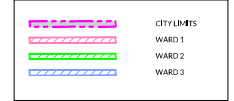
ELECTION WARDS MAP

(FOR INTERNAL REVIEW ONLY)

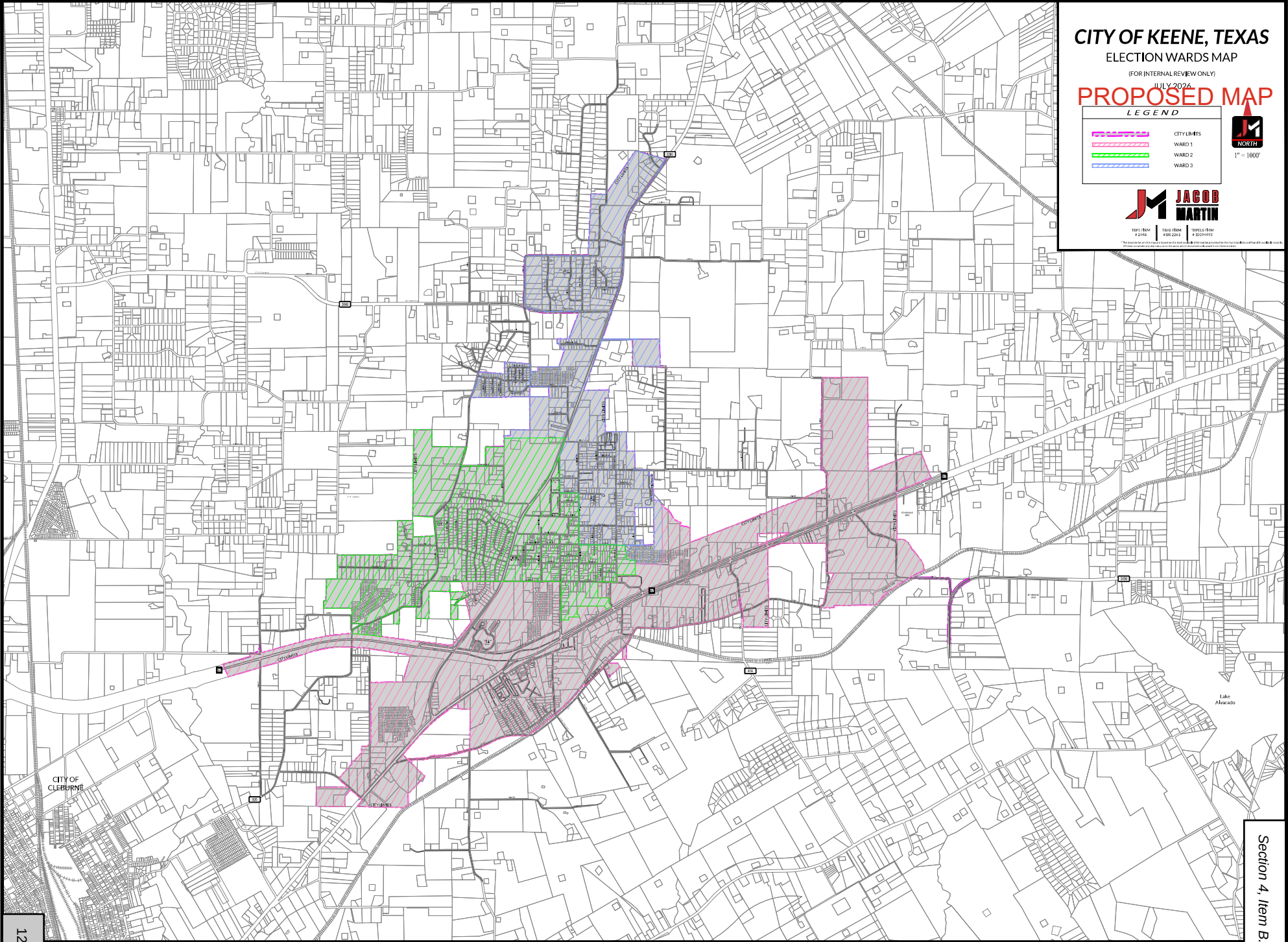
JULY 2024

PROPOSED MAP

LEGEND



TEMPLATES FROM #2470
 TEMPLATES FROM #2470
 TEMPLATES FROM #2470



Section 4, Item B.

City Engineer Ward Boundary Report

Following notification regarding a single voter attempting to register to vote and not residing within the existing ward maps and due to the increase in residential housing developments within the City of Keene, a review of the city's three ward boundaries was necessary to evaluate whether the existing ward distribution remains equitable and to include new homes. The proposed ward map is intended to provide the most balanced distribution possible based on available information, current census data, and reasonable estimates related to existing and planned residential development.

Because the current year is not a federal decennial census year, updated population data for the City of Keene is not available at a geographic level detailed enough to determine precise ward-level demographics. Available current-year data does not provide sufficiently small-area detail and does not account for platted residential lots within new developments that have not yet been built or occupied, and will need to be analyzed again in the next federal census.

Methodology

In the absence of current ward-level population figures, the proposed map was developed using available records to identify existing residential homes and platted residential lots. The proposed ward boundaries were therefore based on the distribution of residential structures and platted lots rather than confirmed census or population counts. This approach provides a practical method for estimating future ward distribution while recognizing the limitations of currently available data.

Estimated Population Distribution

Using census-based household demographic information, including persons-per-household estimates, the City of Keene's population is projected to be approximately 7,885 assuming all identified platted residential lots are developed and occupied. Based on this estimated build-out population, the proposed ward boundaries were drawn to achieve the most equitable distribution among the city's three wards.

Conclusion

The proposed ward map represents the most balanced boundary adjustment currently feasible based on available records, estimated residential build-out, and census-based household assumptions. The ward boundaries should be revisited after the 2030 federal census, when updated population data will allow the City of Keene to make a more precise adjustment based on actual population distribution.

Proposed Distribution

Ward Numbers by House or Platted Residential Lot:

Ward 01 = 1003

Ward 02 = 1003

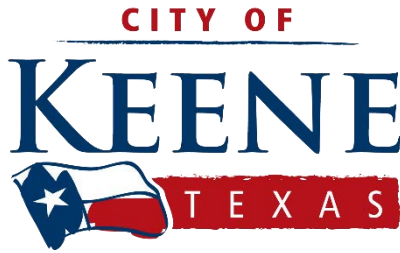
Ward 03 = 1003

Total = 3009

Proposed Changes to Existing Ward Boundaries

The most notable change in the boundaries occurs in the area in which all three Wards meet in the older section of the city.

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- The lots on the south side of E. Maple St. and the north side of E Walnut St., between N. Fairview St. and N. College Dr., will move from Ward III to Ward II.
- The block bordered by Pecan St. and E. First St., and N. Eastern St. and Fir St., will be moved from Ward I to Ward 3.
- The Canyons development will be divided between Ward I and Ward III.
- The western end of John Thomas Dr. will be moved from Ward I to Ward II.
- To the far west, the new Ashton Homeplace development, located just north of US Hwy 67, will be included in Ward II.
- To the south of US Hwy 67, Covington Acres and Sunset Ridge are included in Ward I.



City Council Special Meeting

July 30, 2026, at 6:00 PM

Submitted by:

Holly Russell, City Secretary
citysecretary@keenetx.com

Discussion Item 4C

SUBJECT:

Review, discuss, and consider possible action to approve a contract with the Johnson County Elections Office to administrate the November 3 General Election and Runoff Election, if needed, for the City of Keene.

BACKGROUND:

A contract with the Johnson County Elections Office (JCEO) would alleviate the strain on city to hire, on-board, and train election workers for multiple Early Voting locations and the six voting precincts on election day; ensure that elections are run efficiently and correctly; and are cost effective since resources are pooled. In the past, contracting with the JCEO had a cost of \$6,515 for the 2023 election, and \$15,296 for the 2024 election, which was also a presidential election year and saw a much higher voter turnout. In 2025, with the Charter Amendment change of voting by plurality to majority, Keene was required to call a runoff election for two seats. The cost for the General Election was \$11,594, but the runoff election cost \$21,737 since we added the Keene Community Center location to the Election Office location. The estimated cost for the election, before cost-sharing, is \$28,297.50. Cost-sharing for the general election is based on the number of entities that also contract with the County for election services.

RECOMMENDATION:

Staff recommend approval of the contract.

ATTACHMENTS:

- Draft Election Agreement for Johnson Co and City of Keene

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

THIS AGREEMENT is made and entered into this ____ day of _____ 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 ____ day of _____, 2026.

Joy Adams
Elections Administrator
Johnson County, Texas

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

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

COST OF SERVICE. City of Keene shall pay for services, supplies, and equipment in accordance 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 & 4 ED Location,
Pct. 13, 21, 22, & 28**

1. VOTING EQUIPMENT, TABULATION NOTICE, AND BUILDING RENTAL	Estimated Cost
<u>(X) Rental ES&S DS950 Tabulator</u>	\$500.00
<u>(X) Rental ES&S Express Vote for HAVA</u>	\$500.00
<u>(X) Programming Charges/Coding/Media/ shipping for DS950 Central Count & Express Vote</u>	\$2,000.00
<u>(X) Printing Ballots/Layout/Spanish Coding/Shipping</u>	\$3,000.00
<u>(X) Publish Notice of Tabulation Test</u>	\$75.00
<u>(X) Building Rental/Mileage Reimbursement</u>	\$500.00
2. CENTRAL COUNT EXPENSES	
<u>(X) CCS Personnel</u>	\$1,000.00
<u>(X) Early Voting Ballot Board Personnel</u>	\$2,000.00
<u>(X) Provisional/Late Ballot Board Personnel</u>	\$1,000.00
<u>(X) Security</u>	\$800.00
3. ESTIMATED EARLY VOTING COSTS	
<u>(X) Ballot by Mail KEC</u>	\$150.00
<u>(X) Early Voting Personnel</u>	\$12,000.00
<u>(X) Early Voting Supplies</u>	\$1,000.00
4. ESTIMATED ELECTION DAY COSTS	
<u>(X) Election Day Personnel</u>	\$800.00
<u>(X) Election Day Supplies</u>	\$400.00
Subtotal	\$25,725.00
5. CONTRACT ADMINISTRATIVE FEE & TOTAL COST	
10% of Subtotal	\$2,572.50
TOTAL COST	\$28,297.50

*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.