



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** May 15, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Office of the City Clerk

**DEPARTMENT HEAD:** Debbie Racca-Sittre

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Ordinance approving a contract for Election Services with the Bexar County Elections Administrator for the June 7, 2025, Runoff Election.

**SUMMARY:**

This Ordinance authorizes the City Clerk to execute a Contract for Election Services with the Bexar County Elections Administrator for the City of San Antonio's Runoff City Election scheduled for June 7, 2025. Funds are available in the General Fund FY 2025 Adopted Budget.

**BACKGROUND INFORMATION:**

City Council ordered a General Election for May 3, 2025, by ordinance on February 6, 2025, for the 2025-2029 Mayor and Council Term. Article III, Section 19 of the City Charter designates the City Clerk as responsible for administering all City elections in accordance with the State Election Code and other applicable state law. Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the precincts that can be served by common polling places. The City Clerk accepts all applications for a place on the ballot, certifies candidates, provides ballot language to Bexar County, and ensures Bexar County meets its contractual obligations in addition to managing all financial reporting and maintaining daily office hours as required by law.

The Bexar County Elections Administrator, under this contract, will serve as voter registrar, procure and distribute election supplies, procure and pay election judges and clerks for early voting and election day, procure and pay polling places that meet ADA requirements, prepare/distribute election equipment, conduct early and election day voting, establish a Central Counting Station and tabulate ballots, and serve as the custodian of election records received during polling.

Municipal Elections are conducted in accordance with the Voting Rights Act, Texas Election Code, Local Government Code, and all other applicable law.

The Texas Secretary of State has designated June 7, 2025, as the uniform Election Date for May Runoff elections. The ballot order for candidates involved in a Runoff Election will be the same as on the General Election ballot as required by Section 52.094(a) of the Texas Election Code. City Council will canvass the results of the Runoff Election on June 18, 2025.

The calendar leading up to the Saturday, June 7, 2025, Runoff Election is:

- Thursday, May 8, 2025, 5:00 p.m. – Deadline to Register to Vote with Bexar County for the June Runoff Election
- Monday, May 26, 2025 – Memorial Day Holiday (polls closed)
- Tuesday, May 27, 2025 – First day of Early Voting by personal appearance
- Tuesday, May 27, 2025, 5:00 p.m. – Deadline for Bexar County to receive an Application for Vote by Mail Ballot
- Tuesday, June 3, 2025 – Last day of period for Early Voting by personal appearance for the June Runoff Election
- Saturday, June 7, 2025 – Election Day from 7:00 a.m. to 7:00 p.m.

#### **ISSUE:**

On April 3, 2025, an Election Services Contract was authorized along with funding for the Bexar County Elections Administrator to manage voting sites for both the May 3, 2025, General Election and a June 7, 2025, Runoff Election. However, the contract received from Bexar County did not include services for the Runoff Election, therefore, the City Clerk is requesting authority to execute a separate contract for the Runoff Election. Funding was previously authorized in the 2025-04-03-0235 ordinance.

#### **ALTERNATIVES:**

There are no alternatives to elections held by the Bexar County Elections Office. Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the precincts that can be served by common polling places.

#### **FISCAL IMPACT:**

This Ordinance authorizes the execution of a contract for a Runoff City Election with the Bexar County Elections Administrator. Funding in the amount of \$1,630,553 is available in the General Fund FY 2025 Adopted Budget.

**RECOMMENDATION:**

The City Clerk recommends approval of the ordinance authorizing a contract with the Bexar County Elections Administrator for the City of San Antonio's June 7, 2025, Runoff Election.