



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 16

Agenda Date: April 3, 2025

In Control: City Council A Session

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Debbie Racca-Sittre

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Ordinance approving a Memorandum of Understanding and contract for Election Services with the Bexar County Elections Administrator for the May 3, 2025, General City Election and the June 7, 2025, Runoff Election (if needed).

SUMMARY:

This Ordinance authorizes the City Clerk to execute a Memorandum of Understanding and Contract for Election Services with the Bexar County Elections Administrator in an amount up to \$1,630,553 for the City of San Antonio's General City Election scheduled for May 3, 2025, and for the June 7, 2025, Runoff Election (if needed). 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.

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 calendar leading up to the Saturday, May 3, 2025, General Election is:

- Thursday, April 3, 2025, 5:00 p.m. - Deadline to Register with Bexar County to Vote in the May General Election
- Tuesday, April 22, 2025 - First day of Early Voting by personal appearance
- Tuesday, April 22, 2025, 5:00 p.m. - Deadline for Bexar County to receive an Application for Vote by Mail Ballot
- Tuesday April 29, 2025 - Last day of Early Voting by personal appearance
- Saturday, May 3, 2025 - Election Day from 7:00 a.m. to 7:00 p.m.

The calendar leading up to the Saturday, June 07, 2025, Run-off Election, if necessary, is:

- Thursday, May 08, 2025, 5:00 p.m. – Deadline to Register to Vote with Bexar County for the June Run-off 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 Run-off Election
- Saturday, June 07, 2025 – Election Day from 7:00 a.m. to 7:00 p.m.

ISSUE:

Participation in a joint election with other political subdivisions allows the entities to share common expenses for voting machines, election facilities, and poll workers, thereby reducing the cost of the election for each political subdivision. It also provides for greater convenience to voters to participate in the elections of multiple political subdivisions served by common polling places Countywide with one single ballot.

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 Memorandum of Understanding and Contract for Election Services with the Bexar County Elections Administrator not to exceed the budgeted amount of \$1,630,553 for the City of San Antonio's General City Election scheduled for May 3, 2025, and for the June 7, 2025, Runoff Election (if needed). Funds are available in the General Fund FY 2025 Adopted Budget.

RECOMMENDATION:

The City Clerk recommends approval of the ordinance authorizing a contract and memorandum of understanding with the Bexar County Elections Administrator for the City of San Antonio's May 3, 2025, General City Election and June 7, 2025, Runoff Election (if needed).