



substations, for CITY;

- (E) Distribute the lists of registered voters to be used in conducting the election, as provided by Bexar County Voter Registration pursuant to the request by CITY;
- (F) Pay election day and early voting judges and clerks;
- (G) Pay the judges for election night returns and early voting returns;
- (H) Provide information for election officers;
- (I) Provide general overall supervision of the election and advisory services;
- (J) Prepare writ of election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;
- (K) Conduct early voting, in person and by mail, for CITY;
- (L) Establish a Central Counting Station for the purpose of tabulating ballots;
- (M) Provide such incidental related services as may be necessary to effect the election;
- (N) Meet ADA requirements as the law relates to polling locations and voter assistance, etc; and
- (O) Provide for Central Count Tabulation (s):
  - a. Preparation and programming of the ballots on the DS 450 and 850 Optical Scanner
  - b. Preparation and tabulation of votes from the Express Vote Voting System.
- (Q) Provide Support as Custodian of Election Records as the law relates to conducting a Recount.

**ARTICLE III**  
**SCHEDULE FOR PERFORMANCE OF SERVICES**

**3.01. Specific services to be provided related to the general services identified in Article II will be performed in accordance with the time requirements set out in the Texas Election Code.**

**ARTICLE IV**  
**SERVICES NOT PROVIDED BY COUNTY**

**4.01. ADMINISTRATOR shall have no responsibility for insuring the passage of the appropriate Election Order by the CITY, posting the election notice as required by the Texas Election Code Section 4.003, or canvassing election results. ADMINISTRATOR shall have no responsibility as custodian of CITY'S election records.**

**ARTICLE V**  
**TERM**

**5.01. Except as hereinafter set out, the term of this Contract will be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.**

**ARTICLE VI**  
**COST OF SERVICE AND BILLING**

**6.01. In consideration for the services provided hereunder by ADMINISTRATOR, CITY shall pay ADMINISTRATOR the actual cost of performing the services, including any overtime incurred by ADMINISTRATOR'S employees. CITY shall deposit with ADMINISTRATOR \$495,283.37 no later than May 19, 2025 to cover the estimated pro rata cost.**

**6.02. If the actual election costs exceed CITY'S deposit, the difference between the actual costs and the deposit will be paid by CITY within 30 days after receiving an itemized invoice from ADMINISTRATOR. Payment must be made by check payable to the Bexar County Clerk and mailed to:**

**Michele Carew  
Bexar County Elections Administrator  
1103 S. Frio St., Ste. 100  
San Antonio, Texas 78207**

**6.03. Any monies remaining after the payment of all costs of elections bills, will be the property of the CITY and returned to it.**

**ARTICLE VII**  
**GENERAL PROVISIONS**

**7.01. This Contract will be construed under and in accordance with the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Bexar County, Texas.**

**7.02. If any one or more of the provisions contained in this Contract is for any reason held to be invalid, illegal or unenforceable in any respect, that invalidity, illegality or**

unenforceability will not affect any other provision, and this Contract will be construed as if the invalid, illegal or unenforceable provision had never been contained in the Contract.

7.03. This Contract constitutes the sole and only agreement of the Parties and supersedes any prior understanding or written or oral agreement between the Parties respecting the written subject matter.

7.04. No amendment, modification, or alteration of this Contract will be binding unless it is in writing, dated subsequent to the date hereof and executed by the Parties.

**ARTICLE VIII**  
**BACKGROUND CHECKS**

8.01 ADMINISTRATOR has conducted all criminal background checks required by Texas Election Code § 129.051(g).

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ELECTIONS ADMINISTRATOR**

**CITY OF SAN ANTONIO**

**BY:** \_\_\_\_\_  
**MICHELE CAREW**

**BY:** \_\_\_\_\_  
**PRINT:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_

**APPROVED AS TO LEGAL FORM:**  
**JOE GONZALES**  
**CRIMINAL CITY ATTORNEY**  
**BEXAR COUNTY, TEXAS**

**BY:** \_\_\_\_\_  
**ASSISTANT CRIMINAL CITY**  
**ATTORNEY- CIVIL DIVISION**