

# City of San Antonio



## AGENDA

### City Council A Session

Municipal Plaza Building  
114 W. Commerce Street  
San Antonio, Texas 78205

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**Thursday, May 15, 2025**

**9:00 AM**

**Municipal Plaza Building**

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The City Council will hold its regular meeting in the Norma S. Rodriguez Council Chamber in the Municipal Plaza Building located at 114 W. Commerce Street beginning at the above referenced date and time for the following items. Once convened, the City Council will take up the following items in any order during the meeting but no sooner than the designated times.

#### **9:00 AM: Call to Order**

Members of the public can comment on items on the agenda. To sign up to speak visit [www.saspeakup.com](http://www.saspeakup.com). Click on meetings and events and select the meeting you'd like to participate in. Sign up to speak or submit a written comment. **NOTE: Speaker registration closes 15 minutes before the start of the meeting.** Questions relating to these rules may be directed to the Office of the City Clerk at (210) 207-7253.

Individuals signing up for public comment may register for VIA bus fare or parking validation at [www.saspeakup.com](http://www.saspeakup.com). VIA bus fare or parking at City Tower Garage (located at 100 Blk N. Main) will be provided to individuals who request the assistance. Staff will provide VIA bus fare passes and parking validation tickets in the lobby of City Council Chambers.

To view the Live meeting please view our [Live Stream](#)

During the meeting, the City Council may meet in executive session for consultation with the City Attorney's Office concerning attorney-client matters under Chapter 551 of the Texas Government Code.

### **ACCESS STATEMENT**

**The City of San Antonio ensures meaningful access to City meetings, programs and services by reasonably providing: translation and interpretation, materials in alternate formats, and other accommodations upon request. To request these services call (210) 207-2098 or Relay Texas 711 or by requesting these services online at <https://www.sanantonio.gov/DEI/Language-Services>. Providing at least 72 hours' notice will help to ensure availability.**

Intérpretes en español estarán disponibles durante la junta del consejo de la ciudad para los asistentes que lo requieran. También se proveerán intérpretes para los ciudadanos que deseen exponer su punto de vista al consejo de la ciudad. Para más información, llame al (210) 207-7253.

For additional information on any item on this agenda, please visit [www.sanantonio.gov](http://www.sanantonio.gov) or call (210) 207-7080.

**11. 2025-05-15-0354**

Ordinance approving a contract for Election Services with the Bexar County Elections Administrator for the June 7, 2025, Runoff Election. [Debbie Racca-Sittre, City Clerk]

**THE CITY COUNCIL MAY RECESS FOR LUNCH AND RECONVENE TO CONSIDER ANY UNFINISHED COUNCIL BUSINESS**

6:00 P.M. – If the Council has not yet adjourned, the presiding officer shall entertain a motion to continue the council meeting, postpone the remaining items to the next council meeting date, or recess and reconvene the meeting at a specified time on the following day.



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**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.

THE STATE OF TEXAS     §  
  §     **CONTRACT FOR ELECTION SERVICES**  
COUNTY OF BEXAR     §

This Contract is entered into by and between the BEXAR COUNTY ELECTIONS ADMINISTRATOR (“ADMINISTRATOR”) on behalf of Bexar County, a political subdivision of the State of Texas, and the CITY OF SAN ANTONIO (“CITY”) (also, individually, a “Party” or, collectively, the “Parties”), pursuant to Texas Election Code Section 31.092.

**RECITALS**

CITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called a Runoff Election to be conducted by Bexar County on Saturday, June 7, 2025 and desires that certain election services be provided by ADMINISTRATOR through her Elections Department.

ADMINISTRATOR has provided cost estimates for election services to be rendered by her office pursuant to the terms of this Contract that are set out on Exhibits “A” and “B,” attached and incorporated into this Contract.

CITY and ADMINISTRATOR want to enter into this Contract setting out the respective responsibilities of the Parties.

Accordingly, the Parties agree as follows:

**ARTICLE I**  
**PURPOSE**

1.01. The Parties have entered into this Contract for election services described in Article II to be provided to CITY for its election to be held on June 7, 2025.

**ARTICLE II**  
**SERVICES**

2.01. ADMINISTRATOR agrees to provide to CITY the following general services:

- (A) Procure and distribute election supplies, including, but not limited to, the preparation, printing and distribution of ballots and sample ballots;
- (B) Procure election judges and clerks for early voting and election day voting;
- (C) Procure early voting polling places and election day vote centers, as ordered;
- (D) Procure, prepare, and distribute adequate election equipment and transport equipment to and from the initial polling locations, including early voting

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**

## ORDINANCE

### **APPROVING THE CONTRACT AND PAYMENT FOR ELECTION SERVICES FOR THE JUNE 7, 2025 RUNOFF ELECTION WITH THE BEXAR COUNTY ELECTIONS ADMINISTRATOR IN AN AMOUNT NOT TO EXCEED \$1,630,553.00.**

\* \* \* \* \*

**WHEREAS**, the City of San Antonio has historically contracted with the Bexar County Elections Administrator to conduct its municipal elections jointly with other political subdivisions within the county and provide services relating to the elections; and

**WHEREAS**, the May 3, 2025 general election resulted in the necessity to hold a runoff election on Saturday, June 7, 2025, for the offices of City Council Districts 6, 8, 9 and Place 11, that of the Mayor; and

**WHEREAS**, Ordinance 2025-02-06-0094, passed and approved on February 06, 2025, in accordance with Section 31.092 of the Texas Election Code, authorized a contract with the Bexar County Elections Administrator to provide election services to the City in connection with the general and, if necessary, runoff elections, and Ordinance 2025-04-03-0235 approved payment to the County for the general and runoff election but the agreement did not address the runoff election; **NOW THEREFORE:**

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The agreement for election services for the June 7, 2025 runoff election is approved. A copy of the agreement is attached and incorporated as **Attachment 1**.

**SECTION 2.** Funding for this ordinance is available as part of the Fiscal Year 2025 budget as set forth in the table below.

Amount	Cost Center	General Ledger	Fund
\$1,630,553.00	2701010001	5201030	11001000

**SECTION 3.** Payment not to exceed the budgeted amount is authorized to the Bexar County Elections Administrator and should be encumbered with a purchase order.

**SECTION 4.** A copy of the invoice for election services shall be attached and incorporated as **Attachment 2**.

**SECTION 5.** The City of San Antonio shall only remit funds to the County equal to the amount listed in the invoice. The remainder of the funds shall be returned to funds identified by the Chief Financial Officer.

**SECTION 6.** The financial allocations in this Ordinance are subject to approval by the Chief Financial

Officer, City of San Antonio. The Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 7.** This ordinance is effective immediately, if approved by eight or more affirmative votes; otherwise, it is effective on the tenth day from the date of passage.

***PASSED AND APPROVED*** this 15<sup>th</sup> day of May 2025.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Debbie Racca Sittre, City Clerk

\_\_\_\_\_  
Andrew Segovia, City Attorney