

**CITY OF SAN ANTONIO    AGENDA ITEM NO. 17**  
**CITY CLERK'S OFFICE**  
**INTERDEPARTMENTAL MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Yolanda L. Ledesma, Acting City Clerk

**COPIES TO:** Terry M. Brechtel, City Manager; Travis Bishop, Assistant City Manager; Erik J. Walsh, Assistant to the City Manager; Management Team; Andrew Martin, City Attorney; Files

**SUBJECT:** An Ordinance Calling for the General and Joint Election scheduled for Saturday, May 3, 2003

**DATE:** March 20, 2003

**SUMMARY**

This ordinance will provide for the Northside Independent School District and East Central Independent School District to join with the City of San Antonio for the May 3, 2003 Regular Municipal Election. It will also stipulate that the Bexar County Elections Administrator will coordinate the Early Voting process and Election Day activities.

**BACKGROUND INFORMATION**

After meeting with representatives of Bexar County, Northside Independent School District, and East Central Independent School District, an agreement was reached to consolidate our May 3, 2003 election. The City Council needs to adopt the ordinance to approve a contract with the school districts as well as a contract with Bexar County. The contract will set forth the agreed duties and responsibilities of the parties involved.

Your approval of this consolidation plan will mean we will share the cost of certain polling places with two other entities. The cost of the election to the City of San Antonio will, therefore, be reduced.

The costs to be shared by all entities are:

- Early Voting Personnel Costs
- Election Day Personnel Costs
- Training of Election Personnel
- Transportation of Voting Machines
- Printing Costs
- Advertising Costs
- Rental of Polling Places
- Rental of Voting Machines
- Election Kits

### **POLICY ANALYSIS**

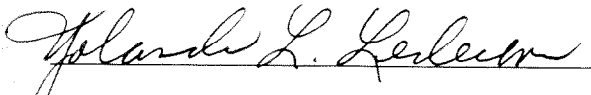
The City of San Antonio has historically joined other entities for election purposes in order to facilitate voting for its citizens and as a means of cutting the costs of the Election process.

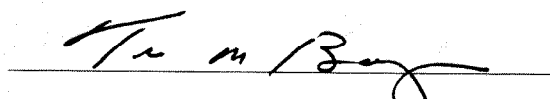
### **FINANCIAL IMPACT**


Funds for the election are provided under the Municipal Elections budget. This election is estimated to cost \$367,926.86. An ordinance contracting with the Bexar County Elections Administrator for election services will be presented to City Council.

### **COORDINATION**

The proposed ordinance has been coordinated with the City Manager's Office, City Attorney's Office, Office of Budget and Management, and the Bexar County Elections Administrator.

  
Yolanda L. Ledesma, Acting City Clerk

  
Travis Bishop, Assistant City Manager

  
Terry M. Brechtel, City Manager

ORIGINAL

THE STATE OF TEXAS §  
COUNTY OF BEXAR §

CONTRACT FOR ELECTION SERVICES

This Contract is entered into by and between the BEXAR COUNTY ELECTIONS ADMINISTRATOR ("ADMINISTRATOR") on behalf of a political subdivision of the State of Texas, and the CITY OF SAN ANTONIO ("COSA"), pursuant to Texas Election Code Section 31.092.

WITNESSETH

WHEREAS, COSA, by appropriate action of its governing body acting in accordance with all applicable laws, has called an election to be held on Saturday, May 3, 2003 and desires that certain elected services be provided by ADMINISTRATOR through his Elections Department; and

WHEREAS, ADMINISTRATOR has provided cost estimates for election services to be rendered by his office pursuant to the terms of this Contract, which estimates are set out on Exhibits "A," and "B" and identify for costs, attached hereto and made a part hereof; and

WHEREAS, COSA and ADMINISTRATOR desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE I

PURPOSE

1.01. The parties hereto have entered into this Contract for election services described in Article II to be provided to COSA for its election to be held on May 3, 2003.

ARTICLE II

SERVICES

2.01. ADMINISTRATOR agrees to provide to the COSA 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 polling places, 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 COSA;
- (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 COSA;
- (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 COSA;
- (L) Arrange with Information Services to 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 AIS 550

## Optical Scanner

- b. Preparation and tabulation of votes from the iVotronic Voting System, if ADMINISTRATOR approves use of that system in this election.

## ARTICLE III

### SCHEDULE FOR PERFORMANCE OF SERVICES

3.01. Specific services to be provided related to the general services identified in Article II shall 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 San Antonio City Council, preparing or sending Justice Department Submissions, publishing and (or) 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 COSA'S election records.

## ARTICLE V

### TERM

5.01. Except as hereinafter set out, the term of this Contract shall 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, COSA agrees to pay ADMINISTRATOR the pro rata share of performing the services, including any overtime incurred by ADMINISTRATOR'S employees. COSA further agrees to deposit with ADMINISTRATOR \$ 183,963.43 no

later than March 24, 2003, and the remainder \$ 183,963.43, no later than April 11, 2003 to cover the estimated cost.

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

Clifford R. Borofsky  
Bexar County Elections Administrator  
203 W Nueva St., Ste. 3.61  
San Antonio, Texas 78207-4505

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

## ARTICLE VII

### GENERAL PROVISIONS

7.01. This Contract shall 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. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

7.03. This Contract constitutes the sole and only agreement of the parties hereto 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 the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2003

ELECTIONS ADMINISTRATOR

CITY OF SAN ANTONIO

\_\_\_\_\_  
CLIFFORD R. BOROFKY

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

APPROVAL COUNTY OF BEXAR:

ATTEST: \_\_\_\_\_  
PRINT \_\_\_\_\_  
TITLE \_\_\_\_\_

BY: \_\_\_\_\_  
NELSON W. WOLFF  
COUNTY JUDGE

ATTEST: \_\_\_\_\_  
GERRY C. RICKHOFF  
COUNTY CLERK

APPROVED AS TO LEGAL FORM:

SUSAN REED  
CRIMINAL DISTRICT ATTORNEY  
BEXAR COUNTY, TEXAS

BY: Kelsey McLaughlin  
ASSISTANT CRIMINAL DISTRICT  
ATTORNEY- CIVIL SECTION

APPROVED AS TO FINANCIAL CONTENT:

BY: \_\_\_\_\_  
FRANKIE J. MCKNIGHT  
COUNTY AUDITOR

BY: \_\_\_\_\_  
MARCUS JAHNS  
COUNTY BUDGET OFFICER

I	Early Voting	Units	Cost Per Unit	Estimated	TOTALS
A	REMUNERATION				
	REMUNERATION SUMMARY				
	NUMBER OF JUDGES	1			
	HOURS WORKED	118	\$7.00	\$826.00	
	NUMBER OF CLERKS	3			
	HOURS WORKED	118	\$6.00	\$2,124.00	
	TEMPORARY BRANCH				
	TEMPORARY BRANCH COST JUDGES		\$0.00	\$0.00	
	TEMPORARY BRANCH COST CLERKS		\$0.00	\$0.00	
	TEMPORARY BRANCH TRIP COST	0		\$0.00	
	JUDGES DAILY RETURN FEE				
	NUMBER OF TRIPS	12			
	COST PER TRIP		\$5.00	\$60.00	
	COST PER CREW	CC		\$2,950.00	
	NUMBER OF SITES	20		\$59,000.00	
	WAGES			\$59,000.00	
	TOTAL FICA			\$4,513.50	
	<b>TOTAL REMUNERATION</b>			<b>\$63,573.50</b>	<b>\$63,573.50</b>
B	PRINTING				
	PRINTING OF EARLY VOTING SUPPLIES				
	FORMATTING STYLE	14	\$50.00	\$700.00	
	COST OF BALLOTS		\$0.19		
	NUMBER OF BALLOTS	125,000		\$23,125.00	
	COST OF SAMPLE BALLOTS		\$0.07		
	NUMBER OF SAMPLE BALLOTS	10,000		\$700.00	
	Freight		\$0.00	\$0.00	
	<b>TOTAL PRINTING</b>			<b>\$24,525.00</b>	<b>\$24,525.00</b>
C	MAIL				
	COST WHITE ENVELOPES		\$0.09		
	NUMBER OF WHITE ENVELOPES	15,000		\$1,350.00	
	COST CARRIER ENVELOPES		\$0.09		
	NUMBER APPLICATIONS	15,000			
	COST OF APPLICATIONS		\$0.05	\$750.00	
	NUMBER OF CARRIER ENVELOPES	15,000		\$1,350.00	
	COST TRANSPORT ENVELOPES		\$0.09		
	NUMBER OF TRANSPORT ENVELOPES	15,000		\$1,350.00	
	COST POSTAGE STAMPS		\$0.55		
	NUMBER OF POSTAGE STAMPS	15,000		\$8,250.00	
	<b>TOTAL MAIL</b>			<b>\$13,050.00</b>	<b>\$13,050.00</b>
D	TEMPORARY WORKERS				
	NUMBER OF TEMPORARY EMPLOYEES	3			



	HOURS WORKED	280	\$10.00	\$8,400.00	
	NUMBER OF MONTHS	3			
	WORKMANS COMP UNEMPLOYEMENT		\$49.33	\$443.97	
	UNEMPLOYMENT			\$15.96	
	BALLOT ALLOCATION				
	WAREHOUSE				
	NUMBER OF TEMPORARY EMPLOYEES	3			
	HOURS WORKED	280	\$8.25	\$6,930.00	
	WORKMANS COMP UNEMPLOYEMENT		\$49.33		
	NUMBER OF MONTHS	3		\$443.97	
	FICA				
	RATE 7.65			\$642.60	
	WAGES			\$16,233.90	
	TOTAL FICA			\$642.60	
	<b>TOTAL TEMP EMPLOYEE COST</b>			\$16,876.50	<b>\$16,876.50</b>
<b>E</b>	<b>RENTAL</b>				
	NUMBER OF SITES	20			
	POLLING SITE RENTAL	4	\$500.00	\$2,000.00	
	NUMBER OF VOTING BOOTHS	3	\$6.00	\$360.00	
	NUMBER OF DAYS BALLOT CANS USED	11	\$6.00	\$1,320.00	
	NUMBER OF BALLOT CANS AND SEAL	11	\$1.50	\$16.50	
	VANS	4	\$1,000.00	\$4,000.00	
	TRUCK RENTAL		\$0.00	\$0.00	
	PRO RATA COST	1		\$1,000.00	
	NUMBER OF BALLOT SLEEVES	40	\$0.80	\$32.00	
	NUMBER OF COMPUTERS	20	\$200.00	\$4,000.00	
	NUMBER OF TABLES	30	\$6.00	\$180.00	
	NUMBER OF CHAIRS	90	\$1.50	\$135.00	
	NUMBER LOCKS CHAINS COMP BOXES	20	\$5.00	\$100.00	
	<b>TOTAL RENTAL</b>			\$13,143.50	<b>\$13,143.50</b>
<b>F</b>	<b>STAFFTIME</b>				
	ORDER BALLOTS	1	\$16.38	\$16.38	
	DAILY RETURNS				
	NUMBER OF EMPLOYEES	12	\$16.38		
	HOURS WORKED ( DAYS X NO HOURS)	39		\$7,665.84	
	FICA 7.65			\$586.44	
	TOTAL WAGES			\$8,268.66	
	PRO RATA COST	1		\$8,268.66	
	<b>TOTAL STAFFTIME</b>			\$8,268.66	<b>\$8,268.66</b>
<b>G</b>	<b>E.B.B.AND S.V.C.</b>				
	EARLY BALLOT BOARD				
	NUMBER OF BOARD MEMBERS	30			
	HOURS WORKED	16	\$7.00	\$3,360.00	
	SIGNATURE VERIFICATION COMM.				

	NUMBER OF MEMBERS	20			
	HOURS WORKED	24	\$7.00	\$3,360.00	
	TOTAL WAGES			\$6,720.00	
	UNEMPLOYMENT			\$12.77	
	FICA 7 65			\$514.08	
	PRO RATA COST	1		\$7,246.85	
	<b>TOTAL E.B.B. AND S.V.C. COST</b>			\$7,246.85	<b>\$7,246.85</b>
<b>H</b>	<b>PUBLICATION POLLING PLACES</b>				
	EXPRESS NEWS		\$0.00	\$0.00	
	LA PRENSA		\$0.00	\$0.00	
	PRO RATA COST	1		\$0.00	
	<b>TOTAL PUBLICATION</b>			\$0.00	<b>\$0.00</b>
<b>I</b>	<b>MISCELLANEOUS</b>				
	NUMBER OF DISKETTES	40	\$0.30	\$12.00	
	NUMBER OF LABELS	20	\$15.00	\$300.00	
	NUMBER OF CELL PHONES	20	\$35.00	\$700.00	
	NUMBER OF RIBBONS	20	\$20.00	\$400.00	
	SHRINK WRAP COST	5	\$50.00	\$250.00	
	TRAINING CLASS FOR E.V. JUDGES				
	NUMBER OF JUDGES	0			
	NUMBER OF HOURS	0	\$20.00	\$0.00	
	PARKING FOR JUDGES RATE				
	NUMBER HOURS PARKED	0	\$4.00	\$0.00	
	WRITS AND MAILOUTS TO JUDGES				
	ENVELOPES AND POSTAGE	50	\$0.40	\$20.00	
	NUMBER OF KITS	20	\$30.00	\$600.00	
	<b>TOTAL MISCELLANEOUS</b>			\$2,282.00	<b>\$2,282.00</b>
<b>K</b>	<b>SUMMARY OF E.V. COST</b>				
	REMUNERATION			\$63,573.50	\$63,573.50
	PRINTING OF E.V. SUPPLIES			\$24,525.00	\$24,525.00
	MAIL			\$13,050.00	\$13,050.00
	TEMPORARY EMPLOYEE COST			\$16,876.50	\$16,876.50
	RENTAL			\$13,143.50	\$13,143.50
	STAFFTIME			\$8,268.66	\$8,268.66
	E.B.B. AND S.V.C. COST			\$7,246.85	\$7,246.85
	MISCELLANEOUS			\$2,282.00	\$2,282.00
	PUBLICATION			\$0.00	\$0.00
	EARLY VOTING COST SUBTOTAL			\$148,966.00	\$148,966.00
	TOTAL EARLY VOTING COST			\$148,966.00	\$148,966.00
	10% CONTRACT FEE EARLY VOTING			\$14,896.60	\$14,896.60
	<b>Grand Total Early Voting</b>			<b>\$163,862.61</b>	<b>\$163,862.61</b>

## CITY OF SAN ANTONIO ELECTIC

## EXHIBIT "B"

May 3, 2003

II	Election Day	Units	Cost Per Unit	Estimated	TOTALS
<b>A</b>	<b>REMUNERATIONS</b>				
	NUMBER OF JUDGES	1			
	HOURS WORKED	14			
	NUMBER OF SITES	325	\$7.00	\$30,712.50	
	NUMBER OF CLERKS	2			
	HOURS WORKED	14	\$6.00	\$52,650.00	
	NUMBER OF SECURITY OFFICER	8	\$25.00		
	HOURS WORKED	14		\$2,800.00	
	WAGES			\$83,362.50	
	UNEMPLOYMENT SECURITY OFFICERS			\$5.32	
	FICA 7.65 FOR JUDGES AND CLERKS			\$6,377.23	
	TOTAL WAGES JUDGES and CLERKS			\$89,739.73	
	FICA 7.65 FOR SECURITY			\$214.20	
	TOTAL WAGES SECURITY			\$3,019.52	
	PRO RATA COST SECURITY	1		\$3,019.52	
	<b>REMUNERATIONS TOTAL</b>			\$92,759.25	\$92,759.25
<b>B</b>	<b>ELECTION NIGHT RETURNS</b>				
	NUMBER OF SITES RETURNS	325	\$25.00	\$8,125.00	
	NUMBER OF KITS	325	\$30.00	\$9,750.00	
	<b>TOTAL KITS AND RETURNS</b>			\$17,875.00	\$17,875.00
<b>C</b>	<b>RENTAL</b>				
	POLLING SITE RENTAL	300	\$210.00	\$63,000.00	
	NUMBER OF VOTING BOOTHS	975	\$6.00	\$5,850.00	
	NUMBER OF BALLOT CANS USED	325	\$6.00	\$1,950.00	
	TABLES	50	\$10.00	\$500.00	
	CHAIRS	150	\$2.50	\$375.00	
	TRAFFIC CONES	2	\$1.20	\$2.40	
	SHRINK WRAP COST	0	\$50.00	\$0.00	
	NUMBER OF BALLOT BOXES	600	\$1.45	\$870.00	
	COST OF LOCKS AND SEALS	1	\$1.50	\$900.00	
	<b>TOTAL RENTAL</b>			\$73,447.40	\$73,447.40
<b>C</b>	<b>TRANSPORTATION</b>				
	VANS	0	\$1,000.00	\$0.00	
	MOVERS		\$5,000.00	\$5,000.00	
	TRUCK RENTAL		\$0.00	\$0.00	
	PALLAT JACK	0	\$0.00	\$0.00	
	PRO RATA COST	1		\$5,000.00	
	TRANSPORTATION			\$5,000.00	\$5,000.00
	<b>TRANSPORTATION TOTAL</b>			\$5,000.00	
<b>E</b>	<b>PRINTING COST</b>				
	ELECTION DAY BALLOTS	97,975	\$0.19	\$18,125.38	
	PLACARD	0	\$0.25	\$0.00	

	TALLEY SHEET	0	\$0.00	\$0.00	
	FORMATTING	14	\$50.00	\$700.00	
	TEST BALLOT	5,800	\$0.19	\$1,073.00	
	FREIGHT	0	\$100.00	\$0.00	
	<b>TOTAL PRINTING</b>			\$19,898.38	<b>\$19,898.38</b>
<b>F</b>	<b>INFORMATION SERVICES</b>				
	PERSONEL COST				
	PROGRAMMER HOURS	10	\$50.00	\$500.00	
	CENTRAL COUNTING STATION JUDGE	2	\$7.00	\$196.00	
	CENTRAL COUNTING STATION MGR HRS	2	\$40.00	\$1,120.00	
	TABULATION SUPERVISOR HOURS	2	\$35.00	\$980.00	
	ASST TO TAB SUPERVISOR HOURS	2	\$25.00	\$700.00	
	COMPUTER COST	1	\$1,000.00	\$1,000.00	
	AIS 550 OPTICAL SCANNERS	12	\$250.00	\$3,000.00	
	PUBLIC TEST	1	\$50.00	\$50.00	
	PREVENTIVE MAINT. INSP	0	\$2,150.00	\$2,150.00	
	PICK AND DELIVERY	0	\$20.00	\$0.00	
	PRO RATA COST	1		\$9,696.00	
	INFORMATION SERVICES			\$9,696.00	
	<b>TOTAL INFORMATION SERV.</b>			\$9,696.00	<b>\$9,696.00</b>
<b>G</b>	<b>ELECTION DEPARTMENT STAFF</b>				
	NUMBER OF EMPLOYEES	21	\$16.38		
	HOURS WORKED	16		\$5,503.68	
	FICA 7.65			\$421.03	
	PRO RATA COST	1		\$5,924.71	
	<b>TOTAL STAFFTIME WAGES</b>			\$5,924.71	<b>\$5,924.71</b>
<b>H</b>	<b>TEMPORARY EMPLOYEE</b>				
	NUMBER OF EMPLOYEES ( POST ELEC.)	3	\$10.00		
	HOURS WORKED	80		\$2,400.00	
	NUMBER OF MONTHS	1		\$147.99	
	POST ELECTION EMPLOYEE COST			\$2,547.99	
	PRO RATA COST	1		\$2,547.99	
	PHONE BANK	20	\$7.00	\$1,820.00	
	WORKMANS COMP UNEMPLOYEMENT	0	\$49.33	\$0.00	
	HOURS WORKED	13	\$7.00		
	NUMBER OF EMPLOYEES	0			
	HOURS WORKED	0			
	PAY RATE		\$8.25	\$0.00	
	TEMPORARY EMPLOYEE COST			\$4,367.99	
	FICA 7.65			\$334.15	
	<b>TOTAL TEMP EMPLOYEE COST</b>			\$4,702.14	<b>\$4,702.14</b>
	<b>PUBLICATION</b>				
<b>I</b>	<b>EXPRESS NEWS ACCURACY TEST</b>		\$500.00	\$500.00	
	LA PRENSA		\$0.00	\$0.00	
	PRO RATA COST	1		\$500.00	

	TOTAL PUBLICATION			\$500.00	\$500.00
	MISCELLANEOUS				
J	POSTAGE NOTIFICATION TO JUDGES	1,300	\$0.40	\$520.00	
	CELL PHONES AIRTIME	325	\$20.00	\$6,500.00	
	TOTAL MISCELLANEOUS			\$7,020.00	\$7,020.00
	SUMMARY ELECTION DAY COST				
K	REMUNERATIONS			\$92,759.25	\$92,759.25
	STAFFTIME			\$5,924.71	\$5,924.71
	TEMPORARY EMPLOYEE COST			\$4,702.14	\$4,702.14
	PUBLICATION			\$500.00	\$500.00
	ELECTION KITS AND RETURNS			\$17,875.00	\$17,875.00
	RENTAL			\$73,447.40	\$73,447.40
	PRINTING COST			\$19,898.38	\$19,898.38
	INFORMATION SERVICES			\$9,696.00	\$9,696.00
	TRANSPORTATION			\$5,000.00	\$5,000.00
	MISCELLANEOUS			\$7,020.00	\$7,020.00
	ELEC. DAY COST SUBTOTAL			\$236,822.88	\$236,822.88
	TOTAL ELECTION DAY			\$236,822.88	\$236,822.88
	10% CONTRACT FEE			\$23,682.29	\$23,682.29
	Grand Total Election Day			\$260,505.17	\$260,505.17

	Total	ESTIMATE
Early Voting Grand Total	\$163,862.61	\$163,862.61
Election Day Grand Total	\$260,505.17	\$260,505.17
Total For Early Voting and Election Day	\$424,367.77	\$424,367.77
Pro Rata Share @ 86%	\$367,926.86	\$367,926.86
Amount of Deposit	\$183,963.43	\$183,963.43
Final Deposit	\$183,963.43	\$183,963.43
(Overpaid)/Underpaid		