

THE STATE OF TEXAS  
COUNTY OF SAN PATRICIO

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT made by and between San Patricio County, a body corporate and politic under the laws of the State of Texas, hereinafter referred to as "County" and \_\_\_\_\_ and \_\_\_\_\_, hereinafter referred to as "Political Subdivision," pursuant to Texas Election Code Sections 31.092 and 271.002 for a May 9, 2015 election to be administered by Pamela Hill, San Patricio County Elections Administrator, hereinafter referred to as "Elections Administrator."

THIS CONTRACT is subject to the written approval of the San Patricio County Attorney and shall not be binding on the parties until such written approval is obtained. Upon written approval of the San Patricio County Attorney and the participating parties, this CONTRACT shall be binding on said parties.

RECITALS

*Political Subdivision is holding a general election for the selection of certain elected officers (at the expense of Political Subdivision) on May 9, 2015.*

*The County owns an electronic voting system, the Hart InterCivic eSlate Voting System (Version 6.2), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements set forth by Texas Election Code Section 61.012. Political Subdivision desires to use the County's electronic voting system and to compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.*

*NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:*

**I. ADMINISTRATION**

*The parties agree to hold a "Joint Election" in accordance with Chapter 271 of the Texas Election Code and this agreement. The San Patricio County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this agreement. Political Subdivision agrees to pay San Patricio County for equipment, supplies, services, and administrative costs as provided in this agreement. The San Patricio County Elections Administrator shall serve as the administrator for the Joint Election; however, the Political Subdivision shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of the Political Subdivision.*

*It is understood that other political subdivisions may wish to participate in the use of the County's electronic voting system and polling places, and it is agreed that San Patricio County and the Elections Administrator may enter into other joint election agreements and contracts for election services for those purposes on terms and conditions generally similar to those set forth in this contract. Political Subdivision agrees that San Patricio County may enter into joint election agreements with other political subdivisions that may have territory located partially or wholly within the boundaries of Political Subdivision, and in such case all parties sharing common territory shall share a joint ballot on the county's electronic voting system at the applicable polling places. In such cases, costs shall be pro-rated among the participants according to Section X of this contract.*

*At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap.*

*However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.*

## **II. LEGAL DOCUMENTS**

*Political Subdivision shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or Political Subdivision's governing body, charter, or ordinances.*

*Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the San Patricio County Elections Administrator.*

*The Political Subdivision, shall prepare a submission to the United States Department of Justice for pre-clearance of the joint election procedures and polling places, pursuant to the Voting Rights Act of 1965, as amended.*

## **III. VOTING LOCATIONS**

*The Elections Administrator shall select and arrange for the use of all election day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by the county. The proposed voting locations are listed in Attachment A of this agreement. In the event a voting location is not available, the Elections Administrator will arrange for use of an alternate location with the approval of the Political Subdivision. The Elections Administrator shall notify the Political Subdivision of any changes from the locations listed in Attachment B.*

*If polling places for the May 9, 2015 election are different from the polling place(s) used by Political Subdivision in its most recent election, Political Subdivision agrees to post a notice (in English and Spanish) no later than May 8, 2015 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivision's polling place names and addresses in effect for the May 9, 2015 election.*

## **IV. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL**

*Political Subdivision shall be responsible for the appointment of the presiding judge and alternate judge for each polling location in accordance with Chapter 32 of the Texas Election Code. The Elections Administrator shall make emergency appointments of election officials if necessary.*

*Upon request by the Political Subdivision, the Election Administrator agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish).*

*The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve.*

*The Elections Administrator shall arrange for the training of all election judges and clerks.*

*The Elections Administrator shall arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying him of his appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.*

*Each election judge and clerk will receive compensation as stated in Attachment "A" **from the Political Subdivision** at an hourly rate established by the Political Subdivision*

pursuant to Texas Election Code Section 32.091. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to election day and for returning the supplies and equipment to the central counting station after the polls close.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on election day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working in support of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the rate set by San Patricio County.

It is agreed by all parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this election are independent contractors and are not employees or agents of the County or Political Subdivision. No statement contained in this Agreement shall be construed so as to find any judge, clerk, or any other election personnel an employee or agent of the County or Political Subdivision, and no election personnel shall be entitled to the rights, privileges, or benefits of County or Political Subdivision employees except as otherwise stated herein, nor shall any election personnel hold himself out as an employee or agent of the County or Political Subdivision, unless considered a county employee as determined by the San Patricio County Human Resources Department.

#### V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Political Subdivision shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). This list shall be delivered to the Elections Administrator as soon as possible after ballot positions have been determined by each of the participating authorities. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

#### VI. EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Political Subdivision agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by San Patricio County pursuant to Section 83.052 of the Texas Election Code. Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment "A" of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations. As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the Political Subdivision shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

The Elections Administrator shall, upon request, provide the Political Subdivision a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

#### VII. EARLY VOTING BALLOT BOARD

Political Subdivision with the help of the Election Administrator if requested shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

#### VIII. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager: Pamela Hill, Elections Administrator

Tabulation Supervisor: Laura Stevens, Asst Election Administrator

Presiding Judge: Pamela Brewer, Election Clerk

The counting station manager or his representative shall deliver timely cumulative reports of the election results as precincts report to the central counting station and are tabulated. The manager shall be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, by distribution of hard copies transmittals by facsimile and by phone (when so requested).

The Elections Administrator will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to the Political Subdivision as soon as possible after all returns have been tabulated. All participating authorities shall be responsible for the official canvass of their respective elections.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

#### IX. RUNOFF ELECTION

Political Subdivision shall have the option of extending the terms of this agreement through its runoff election, if applicable. In the event of such runoff election, the terms of this agreement shall automatically extend unless the Political Subdivision notifies the Elections Administrator in writing within 10 days of the original election.

Political Subdivision shall reserve the right to reduce the number of early voting locations and/or election day voting locations in any runoff election. If necessary, any voting changes made by the Political Subdivision between the original election and the runoff election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.

#### X. ELECTION EXPENSES AND ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared according to a formula which is based on the average cost per polling place (unit cost) as determined by adding together the overall expenses and dividing the expenses equally among the total number of polling places. Costs for polling places shared shall be pro-rated equally among the participants utilizing that polling place.

*It is agreed that the normal rental rate (4%) charged for the County's voting equipment used on election day shall be pro-rated among the participants utilizing each polling location. Costs for Early Voting by Personal Appearance shall be allocated as shown in Attachment "A" of this document.*

#### **XII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION**

*Political Subdivision may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Political Subdivision is fully liable for any expenses incurred by San Patricio County on behalf of Political Subdivision. Any monies deposited with the county by the withdrawing authority shall be refunded, minus the aforementioned expenses and administrative fee if applicable.*

#### **XIII. RECORDS OF THE ELECTION**

*The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code. Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable. Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the participating authority.*

#### **XIV. RECOUNTS**

*A recount may be obtained as provided by Title 13 of the Texas Election Code. Political Subdivision agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the Political Subdivision's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator. The Elections Administrator agrees to provide advisory services to the District as necessary to conduct a proper recount.*

#### XV. MISCELLANEOUS PROVISIONS

1. *It is understood that to the extent space is available, that other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.*
2. *The Elections Administrator shall file copies of this document with the San Patricio County Treasurer and the San Patricio County Auditor in accordance with Section 31.099 of the Texas Election Code.*
3. *In the event that legal action is filed contesting Political Subdivision's election under Title 14 of the Texas Election Code, Political Subdivision shall choose and provide, at its own expense, legal counsel for the County, the Elections Administrator, and additional election personnel as necessary.*
4. *Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.*
5. *The parties agree that under the Constitution and laws of the State of Texas, neither San Patricio County nor Political Subdivision can enter into an agreement whereby either party agrees to indemnify or hold harmless another party; therefore, all references of any kind, if any, to indemnifying or holding or saving harmless for any reason are hereby deleted.*
6. *This agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in San Patricio County, Texas.*
7. *In the event of one of more of the provisions contained in this Agreement 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 hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.*
8. *All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.*
9. *The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.*
10. *Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.*

#### XVI. COST ESTIMATES AND DEPOSIT OF FUNDS

*Political Subdivision agrees to pay to San Patricio County a deposit of \$1000.00. This deposit shall be paid to San Patricio County within 30 days after the final candidate filing deadline. The exact amount of the Political Subdivision's obligation under the terms of this agreement shall be calculated after the May 9, 2015 election (or runoff election, if applicable), and if the amount of the Political Subdivision's obligation exceeds the amount deposited, the Political Subdivision shall pay to San Patricio County the balance due within thirty (30) days after receipt of the final invoice from the Elections Administrator. However, if the amount of the Political Subdivision's obligation is less than the amount deposited, San Patricio County shall refund to the Political Subdivision the excess amount paid within thirty (30) days after final costs are calculated.*

IN TESTIMONY HEREOF, this agreement, its multiple originals all of equal force, has been executed on behalf of the

parties hereto as follows, to-wit:

- (1) It has on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 been executed on behalf of San Patricio County by the County Judge and the Elections Administrator pursuant to the Texas Election Code so authorizing;
- (2) It has on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 been executed on behalf of the Political Subdivision by its Presiding Officer or authorized representative, pursuant to an action of the Political Subdivision so authorizing;

ATTEST: SAN PATRICIO COUNTY

\_\_\_\_\_  
Terry Simpson, County Judge

\_\_\_\_\_  
Pamela Hill, Election Administrator

ATTEST: POLITICAL SUBDIVISION

\_\_\_\_\_  
\_\_\_\_\_  
Presiding Officer or Authorized Representative  
CONTRACTING OFFICER APPROVED AS TO FORM:

By

\_\_\_\_\_  
\_\_\_\_\_  
Presiding Officer or Authorized Representative  
CONTRACTING OFFICER APPROVED AS TO FORM:

By\_\_\_\_\_

*ATTACHMENT "A"*

***VOTING EQUIPMENT:***

Each, per day fee:

- \$ 100.00 Judges Booth Controller(JBC)
- \$ 120.00 Disabled Access Unit - ADA approved devise(DAU)
- \$ 100.00 eSlate
- \$ 200.00 eScan (1 day fee for early voting)
- \$ 2.00 Mobile Ballot Box(MBB)

***STAFF FOR POLLING LOCATIONS:***

- Judges: \$ \_\_\_\_ per hour
- Clerks: \$ \_\_\_\_ per hour
- Judges: \$25.00 fee for Pickup and Delivery to San Patricio County  
Election Administrators Office, Sinton, Texas

***PROGRAMMING EQUIPMENT AND BALLOT PRODUCTION:***

- \$500.00 per ballot style
- \$ .20 each ballot

***ADMINISTRTION FEE***

**\$500.00 per election**

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**ATTACHMENT "B"**

**EARLY VOTING POLLING LOCATION:**

***Humble Recreational Facility  
2821 Main Street  
Ingleside, Texas 78362***

**DATES AND HOURS:**

***April 27 through May 1      8:00 a.m.-5:00 p.m.  
May 4 through May 5      7:00 a.m.-7:00 p.m.***

**ELECTION DAY POLLING LOCATIONS:**

***Humble Recreational Facility  
2821 Main Street  
Ingleside, Texas 78362***

***HOURS: 7:00am – 7:00pm***

**Training of staff**1 day of 8 hours 8 hours per staff member

Number of judge	x	<u>1</u>	
Total hours responsible for		8	
Hourly rate of pay		<u>\$9</u>	
			\$72
Number of staff	x	<u>2</u>	
Total hours responsible for		16	
Hourly rate of pay		<u>\$8</u>	
Necessary wages			\$128
Additional fee to Judge			25
<b>Total wages for Training Staff</b>		<b>\$0</b>	<b>\$225</b>

**Early Voting Staff**

5 days of 7:30 a.m. to 5:30 p.m.

10 hrs x 5 days 50

2 days of 6:30 a.m. to 7:30 p.m.

13 hrs x 2 days 2676 hours per staff member

Number of judge	x	<u>1</u>	
Total hours responsible for		76	
Hourly rate of pay		<u>\$9</u>	
			\$684
Number of staff	x	<u>1</u>	
Total hours responsible for		76	
Hourly rate of pay		<u>\$8</u>	
Necessary wages			\$608
Additional fee to Judge			25
<b>Total wages for Early Voting</b>			<b>\$1,317</b>

**Election Day Staff**

Judge plus 1 clerks from 6 a.m. - 8 p.m.

14 hrs x 1 day 14 per staff member

Number of judge	x	<u>1</u>	
Total hours responsible for		14	
Hourly rate of pay		<u>\$9</u>	
			\$126
Number of staff	x	<u>2</u>	
Total hours responsible for		28	
Hourly rate of pay		<u>\$8</u>	
Necessary wages			\$224
Additional fee to Judge			25
<b>Total wages for Election Day</b>			<b>\$375</b>

**Estimated Judges/Clerk Cost:****\$1,917**

**To Rent Minimum Equipment from County & They make Ballot:**

	Original Cost	4% Fee	# needed	Sub Total	
Early Voting JBC	\$2,500	\$100	1	\$100	
DAU	\$3,000	\$120	1	\$120	
eSlate	\$2,500	\$100	1	\$100	
MBB	\$60	\$2	3	\$6	
					\$326
Early Voting Days					7
					\$2,282
eScan Fee (single fee)					\$200
					<u>\$2,482</u> early voting
Election Day	Original Cost	4% Fee	# needed		
JBC	\$2,500	\$100	1	\$100	
DAU	\$3,000	\$120	1	\$120	
eSlate	\$2,500	\$100	2	\$200	
MBB	\$60	\$2	3	\$6	
					\$426
Ballots					\$20
0.2 Per Ballot for 100 Ballots					<u>\$446</u> election day
Ballot Styles:	Ingleside			\$500	
	Ingleside/IISD			\$500	
	IISD			\$500	
					<u>\$1,500</u>

**Estimated Rental Fee**

**\$4,428**

**Administrative Fee:**

Set Administrative Fee

**\$500.00**

**Polling Location in Ingleside  
at Humble Recreational Facility**

**\$6,845**

Estimated Cost per Entity

IISD	50%	\$3,422.50	
Ingleside	50%	\$3,422.50	
		<u>Total</u>	\$6,845.00