

MAYOR AND COUNCIL COMMUNICATION

DATE: February 06, 2024

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: A Resolution Of The City Council Of The City Of Leon Valley Ordering And Establishing Procedures For A General Election In The City Of Leon Valley, Texas To Elect Three Council Members: (Places 2, 4, And Mayor) By The Qualified Voters Of The City Of Leon Valley; Authorizing The City Manager To Sign A Joint Election Agreement With The Bexar County Elections Administrator For The Conduct Of Said Elections, And Providing Details Relating To The Conduct Of Holding The Election, Authorizing The Use Of The Leon Valley Conference Center On The 4th Day Of May, 2024, For Election Day Voting, And The Use Of The Leon Valley Conference Center, Located At 6421 Evers Road, Leon Valley, Texas, 78238, For Early Voting (April 22, 2024 Through April 30, 2024).

SPONSOR(S): N/A

PURPOSE & BACKGROUND

A resolution ordering a General Election in the City of Leon Valley, Texas, to Elect Three Council Members: (Places 2, 4, and Mayor) by the Qualified Voters of the City of Leon Valley; to authorize the City Manager to enter into a Joint Election Agreement; and to designate Jacquelyn F. Callanen, Bexar County Elections Administrator, as the Election Administrator to conduct such election.

BACKGROUND

The City may contract with Bexar County to participate in the Joint Election, which will make the voting process more convenient for the citizens of Leon Valley and also significantly reduce the cost to the City for conducting the election.

In a Joint Election situation, the City will appoint Jacquelyn F. Callanen, Bexar County Elections Administrator, as the Election Administrator of the election in the resolution ordering the Election. The County will conduct both Early Voting and Election Day operations. During the Early Voting period, citizens of Leon Valley will be able to vote at any designated Bexar County polling place for the elections of the City. The election staff, voting forms, and equipment will be provided by the Bexar County Elections Division. The City will still be

responsible for producing the required documents, notifications and reporting and canvassing of the election results.

Participating members of the Joint Election are charged for Bexar County Elections Division services and equipment on a pro-rata basis. The process to determine the cost per city is as follows:

- The total number of voting precincts for the participating entities is determined.
- The number of voting precincts for each participant is divided by the total number of voting precincts.
- The number obtained is the percentage of the total cost of the election that the entity pays.

The City Secretary will be responsible for posting all public notices in connection with the Joint Election. The Bexar County Elections Administrator shall be responsible for publishing a Notice of Election in a newspaper of general circulation in the territory as required of all the Entities under § 4.003 of the Election Code.

FISCAL IMPACT

The City will see cost savings by participating in the Joint Election. Cost of this election is authorized in the current Fiscal Year Budget.

RECOMMENDATION

City staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary