

**JOINT ELECTION AGREEMENT AND ELECTION SERVICE CONTRACT  
BETWEEN  
COMAL COUNTY, TEXAS  
AND**

**CITY OF NEW BRAUNFELS, NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT, COMAL  
INDEPENDENT SCHOOL DISTRICT, CITY OF GARDEN RIDGE, CITY OF BULVERDE, CITY OF SELMA,  
CITY OF SPRING BRANCH, COMAL COUNTY MUNICIPAL UTILITY DISTRICT NO. 5, SIMMONS VALLEY  
MUNICIPAL UTILITY DISTRICT, CANYON RANCH MUNICIPAL UTILITY DISTRICT**

**FOR THE CONDUCT OF A JOINT ELECTION TO BE HELD  
SATURDAY, MAY 3, 2025**

This Joint Election Agreement and Election Service Contract is made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Comal County Clerk, hereinafter referred to as "EVC", and the City of New Braunfels, New Braunfels Independent School District, Comal Independent School District, City of Garden Ridge, City of Bulverde, City of Selma, City of Spring Branch, Comal County Municipal Utility District No. 5, Simmons Valley Municipal Utility District, Canyon Ranch Municipal Utility District.

WHEREAS, pursuant to Texas Election Code Section 271.002, governing bodies of political subdivisions may enter into an agreement to hold joint elections in election precincts that can be served by common polling places.

WHEREAS, the Cities, Schools and Other Political Subdivisions Elections will be held on May 3, 2025, in 6 Countywide Polling Places (Vote Centers). Parties to this agreement serve voters within some of the same boundaries and it would be beneficial for them and the citizens and voters of their governing bodies to hold elections jointly.

NOW, THEREFORE, IT IS AGREED that a joint election will be conducted by EVC on behalf of the Participating Authorities under the following terms and conditions:

THIS AGREEMENT is subject to the written approval of all parties and shall not be binding on the parties until such written approval is obtained.

THIS AGREEMENT will require the EVC to be appointed the Joint Early Voting Clerk.

THIS AGREEMENT will require the Participating Authorities to use joint ballots, when applicable.

THIS AGREEMENT requires the Participating Authorities to share costs associated with this Joint Election proportionally where polling places are shared by more than one entity.

THIS AGREEMENT requires the Participating Authorities to be responsible for ordering its own election and publishing notice of the elections separately. The cost to publish the notices will be the responsibility of each individual entity.

THIS AGREEMENT will require joint Early Voting and Election Day locations, dates, and times to be used by the Participating Authorities.

THIS AGREEMENT will require the EVC to tabulate the precinct results and canvassing separately for each Participating Authority. The results will be delivered to each entity by email, facsimile or mail.

THIS AGREEMENT will require the EVC to be responsible for the safekeeping of election records for this joint election.

THIS AGREEMENT will require the EVC to be responsible for performing the following duties and to furnish the following services and equipment pursuant to the election services contract with Comal County:

1. Recommend election judges, alternate judges and clerks.
2. Pay election judges and other election workers.
3. Procure and distribute all necessary election supplies.
4. Supply all necessary voting equipment; transport equipment to and from the polling locations and prepare the voting equipment for use at the polling locations.
5. Issue Writs of Election to the election judges appointed.
6. Perform early voting clerk duties.
7. Publish the legal notice of the date, time and place of the electronic tabulating equipment test and conduct such test and provide copies to entities.
8. Arrange for the use of a central counting station and for the tabulating personnel needed at the counting station and assist in the preparation of programs and the test materials for tabulation of the ballots to be used with electronic voting equipment.
9. Assist in providing the general overall supervision of the election and will provide to Canvassing Authority the prescribed election records and reports as required when a central counting station is used:
  - a. Canvassing Summary Report,
  - b. Accumulated totals Report of early voting and Election Day, and
  - c. Electronically submit results to the Secretary of State.
10. Voting System to be used:
  - a. Hart Verity Duo and Verity Scan for In-Person Voting, Early and Election Day
  - b. Hart Verity Duo Go for Curbside Voting, for In-person Voting, Early and Election Day
  - c. Hart Verity Central for mail ballot tabulation at the Central Counting Station

## GENERAL CONDITIONS

### 1. EARLY VOTING

- A. Bobbie Koepp, Comal County Clerk, will be appointed as early voting clerk in compliance with Sections 271.006 of the Texas Election Code. Other deputy early voting clerks will be appointed as needed to process early voting mail and to conduct early voting at the main and branch locations. The names of Deputy Early Voting Clerks may be obtained from the EVC.
- B. Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting polling place or the branch early voting polling places at the times listed in **Attachment "A"** of this Agreement.
- C. All requests for Early Voting ballots by mail that are received by participating authority will be transported by runner on the day of receipt to the EVC, 396 N. Seguin Ave., New Braunfels, Texas 78130, for processing. Persons voting by mail will send their voted ballots to EVC.
- D. All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed in accordance with Section 87.001 of the Texas Election Code. EVC will appoint members of the board and provide a list of members to the participating authority upon request. Participating authority agrees to appoint John Walker as presiding judge of the early voting ballot board.

## **2. VOTING LOCATIONS**

- A. Comal County has been approved to use Vote Centers for the May 3, 2025 Election, allowing Comal County registered voters to vote at any Comal County Election Day Voting Location, regardless of the precinct in which they reside.

EVC shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations will be the usual voting precincts in conducting county elections. The proposed locations are listed in **Attachment "B"** of this Agreement. In the event a voting location is not available, the EVC will arrange for use of an alternate location and notify Participating Authorities.

## **3. JOINT ELECTION COSTS: PAYMENT**

- A. Costs. Each Participating Authority remains responsible for all costs associated with their respective elections.
- B. Cancellation. In the event any of the parties to this Agreement cancel their election because of unopposed candidates under Subchapter C of Title I of the Texas Election Code, the remaining parties shall be responsible for their respective elections, including all associated costs. The canceling party(s) shall be responsible for its respective share of election expenses incurred through the date that the election is canceled as allocated to that Participating Authority. In the event that a party cancels its election, the other parties shall continue to have access to the polling locations. If an election is to be canceled by one of the parties, notice will be given to all parties within two (2) days of cancellation.

## **4. GENERAL PROVISIONS**

- A. Communication: Throughout the term of this Agreement, the Participating Authorities will engage in ongoing communications concerning the conduct of the Joint Election and discuss and resolves any problems which might arise regarding the Joint Election.
- B. Effective Date: This Agreement takes effect upon the complete execution of this Agreement by all Participating Authorities.
- C. To the extent the geographical boundaries of the political subdivision extend into a county other than Comal County, Texas, the obligations of the EVC contained in this contract are contingent upon the political subdivision and/or the other county complying with all state or federal requirements for the establishment of polling locations. With respect to election services for the political subdivision provided by the EVC relative to polling locations outside of Comal County, Texas, the EVC's obligations herein are limited strictly to providing election services for the political subdivision who is a signatory to this agreement.

## **5. RECORDS OF THE ELECTION**

- A. Bobbie Koepp, Comal County Clerk, is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 217.010 of the Texas Election Code.
- B. Access to the election records will be available to participating authority, as well as to the public in accordance with the Texas Public Information act, Chapter 552, Government Code, at the Elections Office, 396 N. Seguin Ave., New Braunfels, Texas, at any time during normal business hours.
- C. Records of the election will be retained and disposed of in accordance with the records retention schedules which may have been adopted by each participating authority, and in accordance with

the provisions of Title 6, Subtitle C, Chapter's 201 through 205, Texas Local Government Code, including the minimum retention requirements established by the Texas State Library and Archives Commission. If records of the election are involved in any pending election contest, investigation, litigation, or Texas Public Information Act, EVC shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of the participating authority to bring to the attention of the EVC any notice of any pending election contest, investigation, litigation, or Texas Public Information Act request which may be filed with a participating authority.

- D. Upon request to maintain records beyond eligibility for preservation according with Section 66.058 of the Texas Election Code, EVC shall supply a written cost estimate for storage to requesting participant.

## **6. MISCELLANEOUS PROVISIONS**

- A. Venue and Choice of Law: Participating Authorities agree that venue for any dispute arising under this Agreement will lie in the appropriate courts of Comal County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.
- B. Entire Agreement: This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and supersede all prior agreements, including prior election services contracts relating to each Participating Authority's November 7, 2023 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.
- C. Severability: If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.
- D. Breach: In the event that any Participating Authority breaches any of its obligations under this Agreement, the non-breaching party(s) shall be entitled to pursue any and all rights and remedies allowed by law. Nothing in this Agreement shall be construed as a waiver of any immunity or defense to which any Participating Authority is entitled under statutory or common law.
- E. Other Instruments: The Participating Authorities agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.
- F. Mediation: When mediation is acceptable to all parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless all parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code, unless all parties agree, in writing, to waive confidentiality. Notwithstanding the foregoing the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act, whenever applicable. The term "confidential" as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

- G. Amendment/Modification: Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of any Participating Authority has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the respective Participating Authority.
- H. Counterparts: This Agreement may be executed in multiple counterparts, all of which shall be deemed originals and with the same effect as if all parties hereto had signed the same document. All of such counterparts shall be construed together and shall constitute one and the same Agreement.

## **7. ELECTION JUDGES, CLERKS AND OTHER ELECTION WORKERS**

- A. EVC will be responsible for the appointment of the presiding judge and an alternate for each polling location. EVC shall arrange for the training and compensation of all presiding judges and clerks. The names of Elections Judges may be obtained by contacting the EVC.
- B. In compliance with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2010 census statistics, are required to have interpreter assistance. If a presiding judge is not bilingual and is unable to locate a bilingual clerk, EVC may contact the participating authority who shall assist in locating a bilingual clerk.
- C. EVC is responsible for notifying 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 ensure that all election judges appointed for the joint election are eligible to serve. The presiding judge, with the Elections Office assistance, will be responsible for ensuring the eligibility of each appointed clerk hired to assist the judge in the conduct of the election.
- D. No election judge will be appointed unless he/she has attended an election judge training session taught by the Elections Office in the past eighteen (18) months.
- E. The election judges are responsible for picking up election supplies at the time and place determined by EVC (which will be set forth in the election judge letter requesting service for this election). Each election judge will receive \$15.00 per hour and each clerk will receive \$12.00 per hour for their hours worked during Early Voting and on Election Day. The election judge will receive an additional \$25.00 for picking up the election supplies prior to Early Voting and Election Day and for delivering election returns and supplies to the Elections Office. Election judges and clerks attending a training class on Election Law Procedures will receive a one-time stipend of \$20.00 for election judges and \$10.00 for clerks for attending the class and working during Early Voting and on Election Day.
- F. EVC will employ other personnel, if necessary, for the proper administration of the election, including such part-time help to prepare for the election, to ensure the timely delivery of supplies and equipment during the period of 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 central counting station and regional sites on election nights will receive pay for at least five hours, minimum call for service, regardless of the actual hours worked.

## **8. SUPPLIES AND PRINTING**

- A. EVC will arrange for all election supplies and election printing, including, but not limited to, all forms, signs and other materials used by the election judges at the voting locations.

- B. EVC will provide maps, if necessary, instructions and other information needed to enable the election judges to conduct a proper election.
- C. Participating authorities shall furnish to EVC a list of candidates and/or propositions showing the order and the exact manner in which their candidate names and/or propositions are to appear on the official ballot in both English and Spanish. The list will be delivered to EVC as soon as possible after ballot positions have been determined by the participating authority. Participating authority will be responsible for proofreading and approving the ballot in so far as it pertains to the authority's candidates and/or propositions.

**9. RETURNS OF ELECTIONS**

- A. EVC will 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.
- B. Participating authority hereby, in accordance with Section 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials.

Manager	Bobbie Koepp Comal County Clerk
Tabulating Supervisor	Cynthia Jaqua Elections Coordinator
Presiding Judge	Donna Dandridge First Assistant Voter Registrar
Alternate Judge	Susan Walker

- C. The manager or representative will deliver timely cumulative reports of the election results as precincts are tabulated. The manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies or electronic transmittals (where accessible). Participating authority, upon request, may require release of returns be given only at a specified location other than from the result center. Participating entity's that would like the Comal County Elections Office website linked to their website, must provide their website address to the Central Counting Station Manager.
- D. EVC will prepare the unofficial canvass report after all precincts have been counted and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns and provisional ballots have been tabulated, but in no event later than eight (8) days after the election. Participating authority will be responsible for their official canvass of their respective elections.
- E. EVC will be responsible for conducting the post-election manual recount, unless a waiver is given from the Secretary of State in accordance with Section 127.201 of the Texas Election Code. Notification and copies of the recount, if the waiver is denied, will be provided to each participating authority and the Secretary of State's Office. Each political subdivision must notify the Elections Office if waiver has been granted or denied twenty (20) days before the election.

**10. ELECTION EXPENSES**

- A. The participating authorities agree to share the costs of administering the May 3, 2025 Joint Election. A general supervisory fee not to exceed 10% of the total cost of the election shall be

assessed as authorized by the Texas Election Code, Sec. 31.100. Allocation of costs for the entire election, unless specifically stated otherwise, will be shared between the participating authorities based on a ratio formula involving the total number of registered voters eligible to vote in the Joint Election and the number of registered voters belonging to the participating authorities for the Joint Election. The participating authorities will be responsible for their percentage of the cost or a minimum cost of \$1,000.00, whichever is greater plus programming cost. **The cost of any special request from a participant, which is not agreed upon by all authorities, shall be borne by that participant.**

- B. Any estimate of election costs is strictly an estimate. Final election expenses will be determined within 120 business days after the election. EVC will provide each participating authority with a final invoice of expenses.

## 11. ELECTION REPORTS

EVC will be responsible for ensuring the delivery of the reports titled Early Voting Daily Vote Totals and Daily Early Voter Listing (Alphabetical by precinct) to each participating authority each day of Early Voting for the previous day's voting activity. On the day after the conclusion of Early Voting, a Daily Early Voter Listing by precinct report inclusive of all days of Early Voting is to be delivered to each participating authority. When possible, the Early Voters' reports will be delivered by electronic means via e-mail, facsimile, or website.

## 12. RUNOFF ELECTION

In the event a runoff is necessary, the agreement will automatically be extended to cover the runoff. The EVC will provide the designated entity in the runoff election with an estimate of cost to conduct participating authority's runoff.

## 13. NOTICE

Whenever this agreement requires any consent, approval notice, request or demand, it must be in writing to be effective and shall be delivered to the party intended to receive it was shown below:

If to the Early Voting Clerk:

Bobbie Koepf  
Comal County Clerk  
396 N. Seguin Ave.  
New Braunfels, TX 78130  
830-221-1352

If to the Participating Authority: **City of New Braunfels**

Name:

Title:

Mailing Address:

14. This contract may be executed in multiple originals.

**MAY 3, 2025 JOINT AGREEMENT ACCEPTANCE AND APPROVAL**

Recommended for approval by:

\_\_\_\_\_  
BOBBIE KOEPP  
Comal County Clerk

ACCEPTED AND AGREED TO BY PARTICIPATING AUTHORITY:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_



**MAY 3, 2025**  
**(3 DE MAYO, 2025)**

**GENERAL AND SPECIAL ELECTIONS**  
**(ELECCION GENERALES Y ESPECIALES)**

**Early Voting Dates and Hours**  
**(Fechas y Horarios de Votación Anticipada)**

**Tuesday, April 22<sup>nd</sup> through Friday, April 25<sup>th</sup>, 2025.....8:00 a.m. to 5:00 p.m.**  
*Martes, 22 de Abril hasta el Viernes, 25 de Abril, 2025.....8:00 de la mañana a las 5:00 de la tarde*  
**Monday, April 28<sup>th</sup> through Tuesday, April 29<sup>th</sup>, 2025..... 7:00 a.m. to 7:00 p.m.**  
*Lunes, 28 de Abril hasta el martes, 29 de Abril de 2025.....7:00 de la mañana a las 7:00 de la tarde*

**Main Early Voting Polling Location**  
**(Lugar Principal de Votación Anticipada)**

**ELECTIONS OFFICE**  
396 N. Seguin Ave., New Braunfels, TX  
830-221-1352

Emergency and Limited ballots available only at the main location. *(Boletas limitadas y de emergencia solamente están disponibles en este lugar.)*

**Locations of Branch Early Voting Polling Locations**  
**(Lugar de las Sucursales de Votación para la Votación Anticipada)**

<b>COMAL COUNTY OFFICES, GOODWIN ANNEX</b>	1297 Church Hill, New Braunfels, TX 2590
<b>KIRKWOOD MANOR, ROOM A</b>	Loop 337, New Braunfels, TX
<b>WESTSIDE COMMUNITY CENTER, MESQUITE ROOM</b>	2932 S. IH 35, New Braunfels, TX
<b>GARDEN RIDGE CITY HALL</b>	9400 Municipal Parkway, Garden Ridge, TX
<b>MAMMEN FAMILY PUBLIC LIBRARY, ROOM A</b>	131 Bulverde Crossing, Bulverde, TX
<b>COMAL COUNTY OFFICES, BULVERDE ANNEX</b>	30470 Cougar Bend, Bulverde, TX

**EARLY VOTING POLLING LOCATIONS ARE SUBJECT TO CHANGE**

**Applications for Ballot by Mail shall be mailed to:** *(Las solicitudes para boletas que se votaran adelantada por correo deberan enviarse a:)* Bobbie Koepp, Early Voting Clerk, 396 N. Seguin Ave., New Braunfels, TX 78130, [jaquac@co.comal.tx.us](mailto:jaquac@co.comal.tx.us)

**Applications for Ballots by Mail must be received no later than the close of business on April 22, 2025.**  
*(Las solicitudes para boletas que se votaran adelantada por correo deberan recibirse para el fin de las horas de negocio el 22 de Abril 2025.)*

MAY 3, 2025  
(3 DE MAYO, 2025)

**GENERAL AND SPECIAL ELECTIONS  
(ELECCION GENERALES Y ESPECIALES)**

**Early Voting Dates and Hours  
(Fechas y Horarios de Votación Anticipada)**

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(Lugar Principal de Votación Anticipada)**

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396 N. Seguin Ave., New Braunfels, TX  
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Emergency and Limited ballots available only at the main location. (*Boletas limitadas y de emergencia solamente están disponibles en este lugar.*)

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(Lugar de las Sucursales de Votación para la Votación Anticipada)**

COMAL COUNTY OFFICES, GOODWIN ANNEX	1297 Church Hill, New Braunfels, TX
KIRKWOOD MANOR, ROOM A	2590 Loop 337, New Braunfels, TX
WESTSIDE COMMUNITY CENTER, MESQUITE ROOM	2932 S. IH 35, New Braunfels, TX
GARDEN RIDGE CITY HALL	9400 Municipal Parkway, Garden Ridge, TX
MAMMEN FAMILY PUBLIC LIBRARY, ROOM A	131 Bulverde Crossing, Bulverde, TX
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**Applications for Ballots by Mail must be received no later than the close of business on April 25, 2025.** (*Las solicitudes para boletas que se votaran adelantada por correo deberan recibirse para el fin de las horas de negocio el 25 de Abril 2025.*)

**GENERAL AND SPECIAL ELECTIONS  
May 3, 2025  
Election Day Polling Locations  
Polls Open from 7:00 a.m. to 7:00 p.m.**

Comal County will be using Vote Centers for the May 3, 2025 Elections. Any Comal County registered voter can vote at any Comal County Election Day Location, regardless of the precinct in which they reside. *(El condado de Comal utilizara los centros de votacion para las elecciones del 3 de mayo de 2025. Cualquier votante registrado en el condado de Comal puede votar en cualquier lugar del dia de las Elecciones del condado de Comal, independientemente del distrito electoral en el que reside.)*

<b>VC #2</b>	<b>Mammen Family Public Library, Meeting Room A, 131 Bulverde Crossing, Bulverde, TX</b>
<b>VC #10</b>	<b>Real Life Community Church, 1615 FM 1044, New Braunfels, TX</b>
<b>VC #12</b>	<b>Comal County Offices, Bulverde Annex, 30470 Cougar Bend, Bulverde, TX</b>
<b>VC #13</b>	<b>Garden Ridge City Hall, 9500 Municipal Parkway, Garden Ridge, TX</b>
<b>VC #15</b>	<b>Westside Community Center, Mesquite Room, 2932 S. IH 35, New Braunfels, TX</b>
<b>VC #19</b>	<b>Comal County Office, Goodwin Annex, 1297 Church Hill, New Braunfels, TX</b>

**ELECTION DAY POLLING LOCATIONS ARE SUBJECT TO CHANGE**

**May 3, 2025**  
**Joint Election *Estimated* Entity Percentage**  
**based on February voter registration numbers**

Entity	Registered Voters	% Share
CITY OF NEW BRAUNFELS	<b>8,382</b>	12.47%
CITY OF GARDEN RIDGE	<b>3,666</b>	5.45%
NEW BRAUNFELS ISD	<b>31,976</b>	47.56%
COMAL ISD	<b>17,174</b>	25.54%
COMAL COUNTY MUD 5	<b>2</b>	0.00%
SIMMONS VALLEY MUD	<b>2</b>	0.00%
CITY OF BULVERDE	<b>5,764</b>	8.57%
CITY OF SELMA	<b>82</b>	.12%
CITY OF SPRING BRANCH	<b>196</b>	.29%
CANYON RANCH MUD	<b>2</b>	0.00%
<b>Total</b>	<b>67,246</b>	<b>100.00%</b>