

THE STATE OF TEXAS §
 § **CONTRACT FOR ELECTION SERVICES – Early Voting**
COUNTY OF BELL §

THIS CONTRACT made this ____ day of _____ 2025, by and between the City of Killeen, hereinafter called “Killeen,” the Killeen Independent School District, hereinafter called “KISD,” and Central Texas College, hereinafter called “CTC,” pursuant to V.A.T.S., Election Code, Sec. 271.002 and Sec. 271.006, witnesseth:

1. **INTENT.** The parties have determined that it is in the public interest of the inhabitants of Killeen that this contract be made and entered into for the purpose of voter convenience and public economy in connection with the May 3, 2025 General and Special Elections. Each entity shall provide its own ballots.

2. **CONTRACTING OFFICERS.** The Contracting Officer for KISD is the Deputy Superintendent of Operations, who is in charge of certain election-related duties. The Contracting Officer for CTC is the Office of the Chancellor Executive Assistant, who is in charge of certain election-related duties. The Contracting Officer for Killeen is the City Secretary, who will serve as the Early Voting Clerk for the three (3) entities and is also in charge of certain election-related duties.

3. **DUTIES AND SERVICES OF CONTRACTING OFFICERS.** Killeen’s Contracting Officer shall provide voting equipment for all early voting polling locations in Killeen city limits, procure the personnel as required to conduct early voting at the Main Early Voting location and the two branch early voting locations.

The Order of Election and Notice of Election includes the locations of early voting, and Killeen agrees to support KISD and CTC in early voting at Killeen City Hall (main early voting location), Jackson Professional Learning Center (branch early voting location) and Killeen Lions Club Senior Center (branch early voting location). Killeen will be responsible for the ordering of voter registration lists for early voting within the city limits of Killeen. KISD and CTC shall be responsible for contracting with other entities, as necessary, for election services for precincts located wholly outside of the Killeen city limits and for voters located outside of Bell County.

4. **DUTIES AND SERVICES OF KILLEEN:**

- A. Qualify voters.
- B. Maintain poll list for early voting by personal appearance.
- C. Maintain signature roster for early voting by personal appearance.
- D. Provide copies of any documents as requested by KISD and CTC.

5. **COST OF SERVICE.**

KISD and CTC shall compensate Killeen for:

- one-third (1/3) of any voting equipment, voting supplies and personnel expenses necessitated as a result of this agreement and mutually agreed upon by the parties. Said costs shall not exceed the maximum allowable for voting equipment, voting supplies and personnel costs for election officials.
- one-third (1/3) of any additional actual costs incurred by Killeen, as a result of this agreement and mutually agreed upon in advance by the parties.

Individual parties to this contract shall obtain preclearance authorization from the United States Department of Justice necessitated by any change of condition applying to that party that requires preclearance.

6. **TERMINATION.** In the event that all positions in the KISD, CTC or Killeen election are uncontested, and no proposition is presented for vote, that party shall have the right to withdraw from and terminate this agreement by notification to the other parties in writing. In that event, that party would not share in any cost of election operations, except fees accrued and expenses incurred prior to receipt of a written notice of termination by the party incurring such fees or expenses. If one (1) party withdraws from this agreement pursuant to this section, the other two (2) parties will equally share the remaining costs of election operations that have not been incurred prior to receipt of written notification. If two (2) parties withdraw from this agreement pursuant to this section, the remaining party will be responsible for the remaining costs of election operations that have not been incurred prior to receipt of written notification.

7. **GENERAL CONDITIONS.** Nothing contained in this contract shall authorize or permit a change (1) in the officer with whom or the place at which any document or record relating to the election is to be filed, or (2) in the place at which any function of the canvass of the election return is made.

EXECUTED in multiple originals as of the _____ day of _____ 2025.

ATTEST: CITY OF KILLEEN

Laura J. Calcote, City Secretary

By _____
Kent Cagle, City Manager

EXECUTED in multiple originals as of the _____ day of _____ 2025.

ATTEST: KILLEEN INDEPENDENT SCHOOL DISTRICT

Marvin Rainwater, Board Secretary

By _____
Brett E. Williams, Board President

EXECUTED in multiple originals as of the _____ day of _____ 2025.

ATTEST: CENTRAL TEXAS COLLEGE

Brenda Coley, Board Secretary

By _____
Jimmy Towers, Board Chair

THE STATE OF TEXAS §
 § **CONTRACT FOR ELECTION SERVICES – Election Day**
COUNTY OF BELL §

THIS CONTRACT made this _____ day of _____, 2025, by and between the City of Killeen, hereinafter called “Killeen,” the Killeen Independent School District, hereinafter called “KISD,” and Central Texas College, hereinafter called “CTC,” pursuant to V.A.T.S., Election Code, Sec. 271.002, witnesseth:

1. **INTENT.** The parties have determined that it is in the public interest of the inhabitants of Killeen that this contract be made and entered into for the purpose of voter convenience and public economy in connection with the May 3, 2025 General and Special Elections. Each entity shall provide its own ballots.

2. **CONTRACTING OFFICERS.** The Contracting Officer for KISD is the Deputy Superintendent of Operations, who is in charge of certain election-related duties. The Contracting Officer for CTC is the Office of the Chancellor Executive Assistant, who is in charge of certain election-related duties. The Contracting Officer for Killeen is the City Secretary, who is in charge of certain election-related duties.

3. **DUTIES AND SERVICES OF CONTRACTING OFFICERS.**

Killeen’s Contracting Officer shall:

- Provide voting equipment for all polling locations inside the Killeen city limits from a company certified by the State of Texas.
- Arrange for transportation of voting equipment to and from all polling locations inside the Killeen city limits.
- Procure and prepare the City of Killeen lists of registered voters, City of Killeen ballots, voting supplies and personnel as required to conduct Election Day voting for those polling locations inside the Killeen city limits.

KISD’s Contracting Officer shall:

- Procure and prepare the KISD lists of registered voters, KISD ballots, voting supplies and personnel as required to conduct Election Day voting for those polling locations inside the Killeen city limits. KISD shall be responsible for contracting with other entities, as necessary, for election services for precincts located wholly outside of the Killeen city limits and for voters located outside of Bell County.

CTC’s Contracting Officer shall:

- Procure and prepare the CTC lists of registered voters, CTC ballots, voting supplies and personnel as required to conduct Election Day voting for those polling locations inside the Killeen city limits. CTC shall be responsible for contracting with other entities, as necessary, for election services for precincts located wholly outside of the Killeen city limits and for voters located outside of Bell County.

Each entity will be responsible for drafting their own Notice of Election and posting notice as required by law. The Order of Election and Notice of Election includes the precinct locations of voting on Election Day, and each entity agrees to support the other in such voting at the listed polling locations.

The City of Killeen precincts and eight (8) Election Day polling locations (subject to availability) are as follows:

PRECINCTS #106/116/201/211

Rancier Middle School
3301 Hilliard Avenue

PRECINCTS #109/110/204/406/410

Utility Collections
210 W. Avenue C

PRECINCTS #203/208/210/214/215

Cedar Valley Elementary School
4801 Chantz Drive

PRECINCTS #205/207

Jackson Professional Learning Center
902 Rev R A Abercrombie Drive

PRECINCTS #206/408/409/419

Killeen Lions Park Senior Center
1700-B E. Stan Schlueter Loop

PRECINCTS #404/412/415

Palo Alto Middle School
2301 W. Elms Road

PRECINCTS #401/405/414

Robert M. Shoemaker High School
3302 Clear Creek Road

PRECINCTS #402/413

Roy J. Smith Middle School
6000 Brushy Creek Drive

4. DUTIES AND SERVICES OF KILLEEN:

- A. Qualify voters.
- B. Maintain poll list of voters.
- C. Maintain signature roster of voters.
- D. Provide copies of any documents as requested by KISD and/or CTC.

5. COST OF SERVICE.

KISD and CTC shall compensate Killeen for:

- one-third (1/3) of any voting equipment, voting supplies and personnel expenses necessitated as a result of this agreement and mutually agreed upon by the parties. Said costs shall not exceed the maximum allowable for voting equipment, voting supplies, and personnel costs for election officials.
- one-third (1/3) of any additional actual costs incurred by Killeen as a result of this agreement and mutually agreed upon in advance by the parties.

6. **CANVASSING.** Each entity will conduct its own canvassing of election results.

7. **TERMINATION.** In the event that all positions in the KISD, CTC or Killeen election are uncontested, and no proposition is presented for vote, that party shall have the right to withdraw from and terminate this agreement by notification to the other parties in writing. In that event, that party would not share in any cost of election operations, except fees accrued and expenses incurred prior to receipt of a written notice of termination by the party incurring such fees or expenses. If one (1) party withdraws from this agreement pursuant to this section, the other two (2) parties will equally share the remaining costs of election operations that have not been incurred prior to receipt of written notification. If two (2) parties withdraw from this agreement pursuant to this section, the remaining party will be responsible for the remaining costs of election operations that have not been incurred prior to receipt of written notification.

8. **GENERAL CONDITIONS.** Nothing contained in this contract shall authorize or permit a change (1) in the officer with whom or the place at which any document or record relating to the election is to be filed, or (2) in the place at which any function of the canvass of the election return is made.

EXECUTED in multiple originals as of the _____ day of _____ 2025.

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Laura J. Calcote, City Secretary

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ATTEST: CENTRAL TEXAS COLLEGE

Brenda Coley, Board Secretary

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Jimmy Towers, Board Chair