

CITY OF DRIPPING SPRINGS

ORDINANCE No. 2024-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 4, 2024, FOR THE PURPOSE OF ELECTING A MAYOR, COUNCIL MEMBER PLACE 2, AND COUNCIL MEMBER PLACE 4; MAKING PROVISIONS FOR CONDUCTING THE ELECTION; AND, RESOLVING OTHER MATTERS INCIDENT AND RELATING TO THE HOLDING OF SUCH ELECTION.

WHEREAS, the regular municipal election day for the City of Dripping Springs, Texas (“City”), is the uniform election day occurring the first Saturday on May 4, 2024; and

WHEREAS, the terms for Mayor, Council Member Place 2, and Council Member Place 4, are scheduled to expire at the next uniform election date of May 4, 2024; and

WHEREAS, Section 3.004 of the Texas Election Code requires the governing body of a city to order an election for its officers and post notice or Order of Election (*Attachment “A”*).

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, THAT:

1. GENERAL MUNICIPAL ELECTION

- A. A General Municipal Election (the “Election”) is hereby ordered to elect municipal officers for Mayor, Council Member Place 2, and Council Member Place 4, and shall be held on the next uniform election day of May 4, 2024
- B. Applications for Place on the Ballot shall be submitted to the City Secretary beginning January 17, 2024, through February 16, 2024, 8:00 a.m. – 5:00 p.m., excluding holiday closures and weekends. Application may be submitted in person at 511 Mercer Street, Dripping Springs, Texas, by email to acunningham@cityofdrippingsprings.com, or by USPS Mail addressed to the attention of the City Secretary at P.O. Box 384, Dripping Springs, Texas 78620. Mailed applications must be received by 5:00 p.m., Friday, February 16, 2024.
- C. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary as provided for by the Election Code. Such drawing shall be held February 22, 2024, at 2:00 p.m. in the City Hall Council Chambers located at 511 Mercer Street, Dripping Springs, Texas.

2. APPOINTMENTS

- A.** The City Council hereby appoints Hays County Elections Administrator Jennifer Doinoff to serve as the Election Officer and Early Voting Clerk in order to perform and supervise the duties and responsibilities of the Election Officer and Early Voting Clerk , and as outlined in the Joint Election Agreement and Election Services Contract executed January 24, 2024.
- B.** The City Council hereby delegates to the Elections Officer the authority to appoint election day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of whom shall meet eligibility requirements of Election Code Chapter 32.
- C.** The election judge shall make clerk appointments in consultation with the Election Officer, who will ensure election precincts subject to Election Code Section 272.002 and 272.009, have a bilingual clerk appointed.

3. BALLOTS BY MAIL

Applications for Ballot by Mail (“ABBM”) shall be mailed to Jennifer Doinoff, Hays County Elections Administrator, 120 South Stagecoach Trail, San Marcos, Texas 78666-5260, or may be submitted in person to Hays County Elections, 120 South Stagecoach Trail, San Marcos, Texas 78666-5268.

4. PRECINCTS & POLLING PLACES

- A.** The corporate city limits of the City of Dripping Springs, Texas are hereby designated as the voting precinct for this Election.
- B.** The City shall provide at least one polling place located in the corporate city limits.
- C.** The City participates in Countywide polling, and registered voters of the City of Dripping Springs may vote at any polling location within Hays County.
- D.** Polling places and hours of operation shall be determined by vote of the Hays County Commissioner’s Court. Election day polling places shall be open 7:00 a.m. – 7:00 p.m.
- E.** The City shall post notice of Polling Places and hours of operation on the form prescribed by the Texas Secretary of State, and no later than February 16, 2024.

5. EARLY VOTING BY PERSONAL APPEARANCE

- A.** The City shall provide Early Voting by Personal Appearance as required by Texas Election Code Chapter 85.
- B.** Early Voting polling places and hours of operation shall be determined by vote of the Hays County Commissioner’s Court.

C. The City shall post notice of Polling Places and hours of operation on the form prescribed by the Texas Secretary of State, and no later than February 16, 2024

6. CANVASSING OF RETURNS

The Hays County Elections Administrator shall make a written return of the Election results to the City Council in accordance with the Texas Elections Code. The City Council shall canvass the returns and declare the results of the Election in accordance with the Texas Election Code.

7. NOTICE OF ELECTION

An Order of Election (*Attachment "A"*) shall be published one time in both the English and Spanish languages, in a newspaper published within the Dripping Springs' territory at least ten (10) days and no than thirty (30) days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election (*Attachment "B"*) shall also be posted on the bulletin board used by the City Council to post notices of its City Council meetings no later than the twenty-first (21st) day before the Election.

8. INFORMATION IN SPANISH

Notices, instructions, ballots and other written material pertaining to the Election shall be translated into the Spanish language. This material shall be furnished to voters in both English and Spanish in order to enable voters to properly participate in the election process. In addition, the City shall provide the services of a translator speaking both English and Spanish languages to voters who notify the City of the need for such services.

9. AUTHORIZATION TO EXECUTE

The Mayor of the City of Dripping Springs is authorized to execute, and the City Secretary is authorized to attest this Ordinance on behalf of the City Council. The Mayor is further authorized to do all other things legal and necessary in connection with the ordering, holding and consummation of the Election.

10. EFFECTIVE DATE

This Ordinance is effective immediately upon its passage and approval.

11. PROPER NOTICE & MEETING

A quorum of the City Council was present at the meeting at which this Ordinance was adopted. The meeting was open to the public and public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

PASSED & APPROVED this, the 6th day of February 2024, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:



Taline Manassian, Mayor Pro Tem

ATTEST:



Andrea Cunningham, City Secretary



**ORDER OF GENERAL ELECTION FOR MUNICIPALITIES
 ORDEN DE ELECCIÓN GENERAL PARA MUNICIPIOS**

An election is hereby ordered to be held on ____/____/____ for the purpose of voting on:
 (date)

(Por la presente se ordena celebrar una elección el ____/____/____ con el propósito de votar sobre.)
 (fecha)

List Offices/Propositions/Measures on the ballot (Enúmere los puestos/proposiciones/medidas oficiales en la boleta)

Early voting by personal appearance will be conducted each weekday at:
 (La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Early voting by personal appearance will be conducted each weekend at:
 (La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)	Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20____.
(day) (month) (year)

(Emitida este día _____ de _____, 20____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

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(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Signature of Councilperson
(Firma del Concejal)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

EXAMPLE

**NOTICE OF GENERAL ELECTION FOR MUNICIPALITIES
AVISO DE ELECCIÓN GENERAL PARA MUNICIPIOS**

To the registered voters of the County of _____, Texas:

(A los votantes registrados del Condado de _____, Texas)

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m.,
_____/_____/_____ for voting in a general election to elect:

(Notifíquese por la presente, que los sitios de votación citadas abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el ____/____/_____ para votar en la elección general para elegir

On Election Day, voters must vote in the precinct where registered to vote, unless the countywide polling place program is being used in the election.

(El Día de Elección, los votantes deberán votar en el precinto donde están inscritos para votar, a menos que el programa de sitios de votación del condado se está utilizando en la elección.)

Location of Election Day Polling Places Include Name of Building and Address (Sitios de votación el Día de Elección) (Incluir Nombre del Edificio y Dirección)	Precinct Number(s) (Número de precinto)

**During early voting, a voter may vote at any of the locations listed below:
(Durante Votación Adelantada, los votantes podrán votar en cualquiera de los sitios de votación nombradas abajo.)**

Location of Main Early Voting Polling Place Include Name of Building and Address (Sitio principal de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

Locations for Branch Early Voting Polling Places Include Name of Building and Address (Sitios sucursal de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)(fecha)

Issued this _____ day of _____, 20_____.
(day) (month) (year)

(Emitada este día _____ de _____, 20_____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Print

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