

**AN ORDINANCE ORDERING THE  
2019 CITY OFFICERS ELECTION  
AND PROVIDING NOTICE**

BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILL COUNTRY VILLAGE, TEXAS, that an election is hereby ordered by the City of Hill Country Village City Council to be held in the City of Hill Country Village, Texas on Saturday, May 4, 2019, for the purpose of electing the following officials for said City:

COUNCIL MEMBER - PLACE 1 (Two Year Term)  
COUNCIL MEMBER - PLACE 3 (Two Year Term)  
COUNCIL MEMBER - PLACE 5 (Two Year Term)

**1. Filing for office**

All requests by candidates to have their names placed on the ballot for the above-mentioned election shall be in writing and signed by the candidate, and shall be filed with the City Administrator/Acting City Secretary, Frank Morales, or his designee not earlier than January 16, 2019 and no later than 5:00 p.m. February 15, 2019 at the following location:

City of Hill Country Village City Hall  
116 Aspen Lane  
San Antonio, TX 78232

**2. Election Day Poll**

The poll for the Election shall be at the following location:

City of Hill Country Village City Hall  
116 Aspen Lane  
San Antonio, TX 78232

The poll shall be open on Election Day from 7:00 a.m. to 7:00 p.m. Voting shall be by ES&S Direct Electronic Recording (DRE) iVotonic (electronic voting devices) to be in compliance with Texas' Help America Vote Act.

**3. Appointment of Elections Administrator**

The Bexar County Elections Department shall conduct, supervise, and administer said election. Bexar County Elections Administrator Jacquelyn F. Callanen is appointed as Elections Administrator and shall appoint the election officials including the Presiding Judge and Clerks.

**4. Appointment of Early Voting Clerk**

The City Administrator/Acting City Secretary designates Bexar County Elections Administrator Jacquelyn F. Callanen as Early Voting Clerk. The Early Voting Clerk may appoint Deputy Clerks. The Early Voting Clerk’s mailing address is as follows:

Jacquelyn F. Callanen  
Early Voting Clerk  
Bexar County Elections Administrator  
1103 S. Frio, Suite 100  
San Antonio, TX 78207

**5. Appointment of Early Voting Ballot Board**

The Early Voting Clerk shall designate individuals to serve as the Early Voting Ballot Board.

**6. Early Voting Poll Locations**

The early voting shall be held at the following location and times:

Brookhollow Library.....	530 Heimer Road
Castle Hills City Hall (SE Corner of Council Chambers).....	209 Lemonwood Dr
Claude Black Center.....	2805 East Commerce
Cody Library.....	11441 Vance Jackson
Collins Garden Library.....	200 North Park
Converse Ed Kneupper Justice Center.....	402 S. Seguin Rd
Cortez Library.....	2803 Hunter
East Central ISD Admin Bldg (Board Room).....	6634 New Sulphur Springs Road
Encino Park Community Center.....	1923 Encino Rio
Fair Oaks Ranch City Hall (Council Chambers).....	7286 Dietz Elkhorn
Great Northwest Library.....	9050 Wellwood
Henry A. Guerra, Jr. Library.....	7978 W. Military Drive
John Igo Library.....	13330 Kyle Seale Parkway
Johnston Library.....	6307 Sun Valley Drive
Julia Yates Semmes Library @Comanche Lookout Park.....	15060 Judson Road
Las Palmas Library.....	515 Castroville Road
Leon Valley Conference Center.....	6421 Evers Rd
Lion’s Field.....	2809 Broadway
Maury Maverick, Jr. Library.....	8700 Mystic Park
McCreless Library.....	1023 Ada Street
Memorial Library.....	3222 Culebra
Mission Library.....	3134 Roosevelt Ave
Northside Activity Center (Conference Room).....	7001 Culebra
Olmos Basin Golf Club House.....	7022 McCullough

Parman Library @ Stone Oak.....	20735 Wilderness Oak
Precinct 1 Satellite Office.....	3505 Pleasanton Rd
Shavano Park City Hall (Council Chambers).....	900 Saddletree Ct
Somerset High School (Hallway between office and library).....	7650 South 1604 West
South Park Mall (Next to Sears Mall Entrance).....	2310 S.W. Military
South San Antonio ISD Admin Bldg.....	5622 Ray Ellison Dr
Southside ISD Admin Bldg (Board Room).....	1460 Martinez-Losoya
Thousand Oaks/El Sendero Library.....	4618 Thousand Oaks
Tobin Library @ Oakwell.....	4134 Harry Wurzbach
Via Metro Center (Lobby Area).....	1021 San Pedro
Universal City – City Hall (Foyer).....	2150 Universal City Blvd
UTSA – University Center.....	1 UTSA Circle
Windcrest Takas Park Civic Center.....	9310 Jim Seal Dr
Wonderland of the Americas @ Crossroads.....	4522 Fredericksburg Rd

	<b>Open</b>	<b>Close</b>
Monday, April 22, 2019	8:00 a.m.	6:00 p.m.
Tuesday, April 23, 2019	8:00 a.m.	6:00 p.m.
Wednesday, April 24, 2019	8:00 a.m.	6:00 p.m.
Thursday, April 25, 2019	8:00 a.m.	6:00 p.m.
Friday, April 26, 2019	Battle of Flowers Holiday	CLOSED
Saturday, April 27, 2019	8:00 a.m.	6:00 p.m.
Sunday, April 28, 2019		CLOSED
Monday, April 29, 2019	8:00 a.m.	8:00 p.m.
Tuesday, April 30, 2019	8:00 a.m.	8:00 p.m.

**\*Locations, dates and times subject to change\***

The Bexar County Elections Administrator and/or Commissioners Court may designate additional early voting locations and times throughout Bexar County. Voting shall be by ES&S Direct Electronic Recording (DRE) iVotonic (electronic voting devices) to be in compliance with Texas' Help America Vote Act.

**7. Voting by Mail**

The Early Voting Clerk mailing address to which ballot applications and ballots voted by mail may be sent is as follows:

Jacquelyn F. Callanen  
 Early Voting Clerk  
 Bexar County Elections Administrator  
 1103 S. Frio, Suite 100  
 San Antonio, TX 78207

Early voting by mail shall be by paper ballots.

**8. Applicable Law**

Said election shall be held in accordance with the Election Code of the State of Texas and only qualified registered voters of the City shall be eligible to vote at said election. The City of Hill Country Village is located entirely within Bexar County Election Precinct Number 3091.

**9. Notice of Election, Publication, & Reporting**

Notice of said election will be given in accordance with the terms and provisions of the Texas Elections Code. The Bexar County Elections Administrator is hereby instructed to have said notice published at least once in accordance with said Code not earlier than April 4, 2019, the 30<sup>th</sup> day before the election or no later than April 24, 2019, the 10<sup>th</sup> day before the election. Notice shall also be posted at the City of Hill Country Village City Hall, 116 Aspen Lane, San Antonio, TX 78232 no later than April 15, 2019, the 19<sup>th</sup> day before Election Day.

Immediately after said election is held, the officers holding the same shall make returns of the results to the Mayor of this City as required by the Texas Election Code.

**10. Writ of Election**


A copy of this order shall also serve as a writ of election, which shall be delivered to the Presiding Judge for said election.


**11. Other**

The City Administrator/Acting City Secretary of Hill Country Village shall be authorized to execute any and all contracts, agreements, certificates, notices, or documents necessary to effectuate this election order.

By approving and signing this ordinance, the Mayor officially confirms, as is action all matters recited in the ordinance, which by law come within his jurisdiction.

**PASSED AND APPROVED THIS THE 17<sup>TH</sup> DAY OF JANUARY, 2019.**

**ATTEST:**  
  
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Frank Morales  
City Administrator  
Acting City Secretary

  
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Gabriel Durand-Hollis  
Mayor