

Original



**REGULAR CITY COUNCIL MEETING  
December 10, 2018 at 6:00 p.m.**

**AGENDA**

Notice is hereby given that a Regular City Council Meeting of the governing body of the City of Hondo will be held December 10, 2018 at 6:00 p.m. in the City Council Chambers, City Hall at 1600 Avenue M, Hondo, Texas, for the purpose of discussing matters incident and related to the City of Hondo. The following items will be discussed, to-wit:

1. Call to order.
2. Quorum check.
3. Invocation by Reverend Lonnie Phillips, First United Methodist Church
4. Pledge of Allegiance.
5. Citizens' Comments *(This is the opportunity for visitors and guests to address the City Council on any issue. The City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. Texas Attorney General Opinion JC-0169)*
6. Discuss and consider approving the minutes November 26, 2018 Regular meeting minutes.
7. City Manager Report(s)
  - a. City of Hondo Large Equipment Petting Zoo
  - b. Christmas in God's Country
  - c. Recognition:

Officer Brandon Teer	Hondo Police Department	10 years
John Henry Martinez	Parks and Recreation	10 years
  - d. Water Forecast as of November 30, 2018 (Jeremiah Socarras)
8. Discuss and consider Resolution 324-18; abolishing the Medina County Attorney's office and create a new Judicial District State Court. (Mayor Danner)
9. Discuss and consider authorizing the City Manager to enter into an agreement with Vemeer for the purchase of a McLaughlin 50 HP Vac-tron in the amount of \$67,075. (Lance Ward)
10. Discuss and consider awarding an engineering service(s) contract, with M&S Engineering, a state registered engineer, for services in regard to the City's proposed Texas Development Block Grant (2019-20 TxCDBG) for a water and/or sewer improvement project. (David Vasquez)
11. Discuss and consider the proposed appointment recommendations to the City of Hondo Golf Advisory Board. (Mayor Danner).
12. Executive Session: The City Council of the City of Hondo may convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code, *Section 551.071* (Consultations with Attorney) on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly requires discussion in closed session); Pending or contemplated litigation; *Section 551.072* (Deliberations about Real Property);

*Section 551.087 (Deliberations Regarding Economic Development Negotiations)*

- a. Discussion regarding potential lease, purchase or value of real property.
- b. Discussion regarding potential lease/sale of property located at the South Texas Regional Airport.

- 13. Discuss and consider appropriate action resulting from Executive Session.
- 14. Adjourn.

I hereby certify that the above Notice of Regular City Council Meeting of the governing body of the City of Hondo was posted on the bulletin board in City Hall, 1600 Avenue M, Hondo, Texas, at a place convenient and readily accessible to the general public at all times on December 7, 2018, at 8:26 a.m.

ATTEST:



Miguel Cantu, City Secretary



*The City Council of the City of Hondo reserves the right to convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code: Section 551.071 (Consultations with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), or Section 551.087 (Deliberations Regarding Economic Development Negotiations) on any of the above items.*

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

The City of Hondo City Council Meetings is available to all persons regardless of disability. If you require special assistance, contact the City Secretary forty-eight (48) hours prior to the meeting time at 830-426-3378.

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**November 26, 2018 at 6:00 p.m.**

**1. Call to order.**

Mayor Danner called the meeting to order at 6:00 p.m.

**2. Quorum check.**

Mayor James W. Danner, Sr., Mayor Pro Tem Ann-Michelle Long, Councilman John McAnelly, Councilman Eric Torres, Councilman John Villa, Councilman Bobby Vela, City Attorney Frank Garza, City Manager Kim Davis, and Assistant to the City Manager Elsa Robles

**Staff present:** Police Chief Brian Valenzuela, Assistant Finance Director Dee Willman, Economic Development Director Genevieve Flores, Director of Aviation Ryan Elder, Public Works Director David Vasquez, Assistant Public Works Director Mike Schmidt, Police Lieutenant Rick Garza,

**3. Invocation by Reverend Beverly Kelling, St. Paul Lutheran Church.**

**4. Pledge of Allegiance** led by Mayor Danner.

**5. Citizens' Comments**

No comments made.

**6. Discuss and consider approving the November 14, 2018 Special Meeting minutes and November 19, 2018 Special Meeting minutes.**

Councilman Villa moved to approve the November 14, 2018 Special Meeting minutes and November 19, 2019 Special Meeting Minutes. Motion seconded by Councilman McAnelly. Motion carried 5-0.

**7. Presentation of Hondo U Graduates:**

Mayor Danner stated Hondo U was a project City Council was looking forward to for quite some time. He further recognized the Senior Staff for their presentations and Mrs. Debbie Krueger, Community Projects & Program Coordinator, for her work with the program. Mayor Danner recognized the following Hondo U graduates:

Jean Callaway  
Bonny Easeson  
Lynda Hook  
David Hook  
Rose Mary Mares

George Mayor  
Jackie Muennink  
Bradley Price  
Linda Quintero  
Christavale Rodriguez

This is the first Hondo U graduating class, announced Mayor Danner. Another program is scheduled for the Spring of 2019. Mrs. Davis thanked the Mayor and Staff Members that participated and the City is looking forward to the spring semester.

**8. Presentation of City of Hondo Christmas Card winner.**

Mayor Danner called Mrs. Krueger and Ms. Majesta Valdez, 8<sup>th</sup> Grader, McDowell Middle School the winner of Christmas card contest. Mayor Danner presented Ms. Valdez as the winner of this

year's City's Christmas card contest.

**9. Proclamation in recognition of Hondo Garden Club Day, November 28, 2018.**

Mayor informed the public that most do not know the Hondo Garden Club is 70 (seventy) years old. Mayor Danner read a proclamation recognizing Hondo Garden Club Day with an anniversary date of November 28, 2018.

**10. City Manager Report(s)**

**a. December Calendar of Events**

Mrs. Davis highlighted some Parks and Recreation activities such as registration for basketball, Christmas in God's Country Festival December 7<sup>th</sup> and 8<sup>th</sup>, and Coffee with Cops. Mayor Danner pointed out that on the 24<sup>th</sup> of December City Staff would work only half a day and with the consent of the Council would close City Hall for the entire day.

**11. Discuss and consider cancelling December 24, 2018, regularly scheduled City Council Meeting.**

Councilman Vela moved to cancel December 24, 2018 regular City Council Meeting. Motion seconded by Mayor Pro Tem Long. Motion carried 5-0.

**12. Discuss and consider accepting the Preliminary Year End Budget Report ending September 30, 2018.**

Mrs. Dee Willman presented the Preliminary Financial Statement and informed council the auditors would be in-house changing once the auditors review work. She pointed out the Fund Balance working capital as requested by the Mayor. The working capital day fund is up to 84 days and is doubled this year. The working capital hit target on the bond and sinking fund, the Electric fund is above target with 21, Water and Sewer 166, the Airport has improved but will see a depreciation once the auditors review the financial statements. The Sanitation Fund with 61 day. Hondo EDC may be skewed because of the large projects. Mayor Danner commented that the report is a great report and we have worked years to get a report that council would understand without having to go through lots of numbers; also, it's encouraging that every fund spending less and bringing in more money than budgeted.

Mayor Pro Tem Long moved to approve the Preliminary Year End Budget Report ending September 30, 2018. Motion seconded by Councilman Vela. Motion carried 5-0.

**13. Executive Session:** The City Council of the City of Hondo may convened into Executive Session at 6:24 p.m. and reconvened in Open Session at 6:45 p.m. in accordance with the Texas Open Meetings Act. in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code,

*Section 551.071* (Consultations with Attorney) on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly requires discussion in closed session); Pending or contemplated litigation;

*Section 551.072* (Deliberations about Real Property);

*Section 551.087* (Deliberations Regarding Economic Development Negotiations)

a. Discussion regarding potential lease, purchase or value of real property.

b. Discussion regarding potential lease/sale of property located at the South Texas Regional Airport.

c. Discussion regarding possible economic development with Vaayu Group and VT San Antonio.

**14. Discuss and consider appropriate action resulting from Executive Session.**

No action taken.

**15. Adjourn.**

Councilman McAnelly moved to adjourn the meeting at 6:45. Motion seconded by Councilman Vela. Motion carried.

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF DECEMBER 2018.

\_\_\_\_\_  
JAMES W. DANNER, SR., MAYOR

ATTEST:

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Miguel Cantu, City Secretary



**City Manager's Office**  
City of Hondo  
1600 Avenue M  
Hondo, Texas 78861  
(830) 426-3380

**To:** Mayor and Council

**From:** William Stewart, Water Superintendent

**Presenter:** Jeremiah Socarras

**Date:** Dec 3, 2018

**Re:** Water Forecast as of November 30, 2018

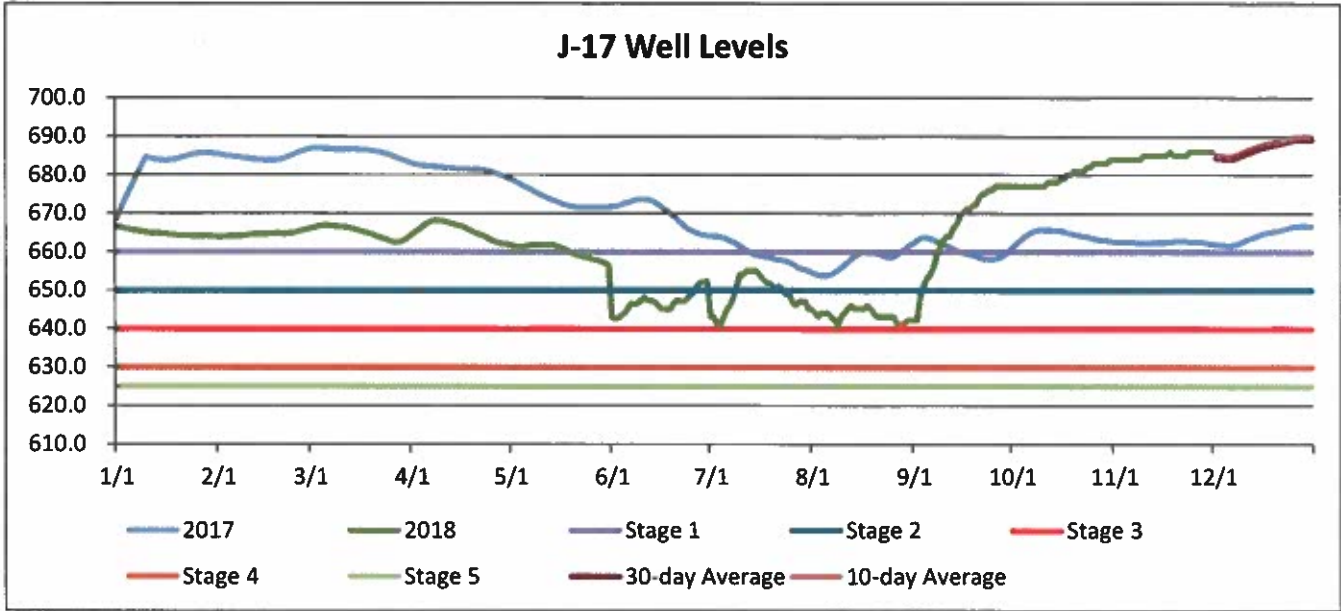
**Background:** The Public Works Department develops a monthly Water Forecast Report to determine our estimated reduced allotment compared to our estimated usage for the remainder of the calendar year. The department uses the Bexar Index Well (J-17) in the San Antonio Pool to determine if Edwards Aquifer Authority (EAA) will implement a critical period stage and associated withdrawal reductions. The EAA uses five stages to define the withdrawal reduction percentage with the trigger based on a ten day average of the J-17 Well. The report projects the number of days in the various stages that regulates our reduced allotment. The City of Hondo possesses an allotment of 2,645.919 acre-feet of unrestricted water based on our permits. The report calculates our usage estimate based on the previous year's actual usage and 8% above and below the actual usage of the previous year. The Airport possesses 362.021 acre feet of Base Irrigation and 517.979 acres feet of Unrestricted for a total of 880.000 acre feet. With no current leases for this water, the Airport holds 180 acre-feet to lease to the City in case of emergency.

**January – November 2018:** For the first four months of 2018, the San Antonio Pool experienced no stage restrictions. On May 20, 2018, the San Antonio Pool entered in Stage 1 with an associated 20% withdrawal restrictions. The City of Hondo pumped 1,711.265 acre-feet this year for a decrease of 173.121 acre-feet from last year and a difference of 9.19%.

**December 2018:** The Public Works Department projects that with the amount of water saved this year, we will be far under our reduced allotment. Based on the projected reductions, the City of Hondo will reduce our allotment to 2,160.236 acre-feet by year's end for a decrease of 18.62%. The City will exceed our projected allotment if we increase last year's actual usage by an average of 14.3% and experience the projected water restrictions; otherwise, the City retains sufficient water rights to meet projected demand.

## City of Hondo Texas Water Forecast

### Step 1 - J-17 Well Levels as of November 30, 2018



The above chart contains 10 day average reads through the date indicated. The remainder of the 2018 is based on two different scenarios. Each scenario uses the 2017 actual for the remainder of the year and adjusts based on the difference between the 2017 and 2018 actuals through the date indicated. The two scenarios are:

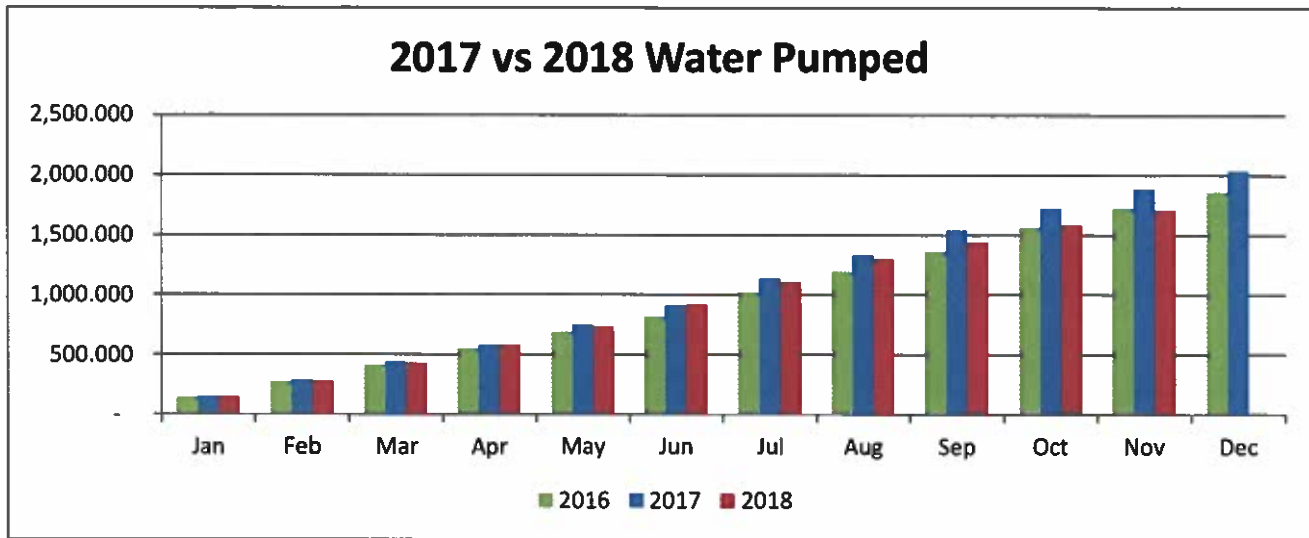
- 1 - adjusted for the average daily difference for the last 30 days
- 2 - adjusted for the average daily difference for the last 10 days

### Step 2 - Calculating the Reduction based on Step 1

The City has 2,645.919 acre-feet of unrestricted water per calendar year. That allotment will be reduced by the number of days the EAA declares restrictions. The table below shows the restricted allotments using the Scenario based on the 10-day average from Step 1 above.

Stage	Duration Days	Reduction Percentage	Base Daily Amount	Total Reduction	Percent of Annual Allotment
None	112	0%	7.249	-	
Stage 1	89	20%	7.249	129.032	
Stage 2	164	30%	7.249	356.651	
Stage 3	0	35%	7.249	-	
Stage 4	0	40%	7.249	-	
Stage 5	0	44%	7.249	-	
<b>Total</b>	<b>365</b>			<b>485.683</b>	<b>18.62%</b>
Annual Allotment				<b>2,645.919</b>	
Adjusted allotment, if the scenario plays out				<b>2,160.236</b>	

**Step 3 - Reviewing actual amounts used (pumped)**



The above graph shows we have decreased our pumpage from Jan -June to match last years pumpage and decreased our pumpage from July-Dec under last years pumpage during water restrictions. This was done by eliminating water leaks faster and replacing older infrastructure. The difference being, we have pumped 56,000,000 gallons less this year compared to last year.

The numbers supporting the above chart are:

	2016	2017	2018	2018 - 2017 Difference	Percent Difference
<b>Jan</b>	136.666	148.725	149.354	0.629	0.42%
<b>Feb</b>	272.981	283.224	279.648	-3.576	-1.26%
<b>Mar</b>	408.170	433.934	428.843	-5.091	-1.17%
<b>Apr</b>	549.348	575.735	580.296	4.561	0.79%
<b>May</b>	685.770	742.510	737.777	-4.733	-0.64%
<b>Jun</b>	812.385	912.715	919.212	6.497	0.71%
<b>Jul</b>	1,018.184	1,134.486	1,106.507	-27.979	-2.47%
<b>Aug</b>	1,190.262	1,331.671	1,299.640	-32.031	-2.41%
<b>Sep</b>	1,359.821	1,537.991	1,443.527	-94.464	-6.14%
<b>Oct</b>	1,558.760	1,715.516	1,582.782	-132.734	-7.74%
<b>Nov</b>	1,720.389	1,884.386	1,711.265	-173.121	-9.19%
<b>Dec</b>	1,856.317	2,034.609	2,034.609	0.000	0.00%

**Step 4 - providing a 2018 estimated usage (pumped), and comparing to Well J-17 Estimate**

	Usage Estimate	Restricted Alloment	Difference
2018 estimate based on 8% below 2017 actual	1,871.84	2,160.24	288.40
2018 estimate as if the same as 2017	2,034.61	2,160.24	125.63
2018 estimate based on 8% above 2017 actual	2,197.38	2,160.24	(37.14)





**CITY OF HONDO  
NOTICE OF CANCELLATION  
REGULAR CITY COUNCIL MEETING  
DECEMBER 24, 2018  
6:00 P.M.**

**NOTICE IS HEREBY GIVEN THAT THE REGULAR COUNCIL MEETING SCHEDULED FOR MONDAY, DECEMBER 24, 2018 HAS BEEN CANCELLED. THE NEXT REGULAR COUNCIL MEETING WILL BE HELD ON MONDAY, JANUARY 14, 2019, AT 6:00 P.M.**

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I, the undersigned authority, do hereby certify that the above Notice of Cancellation of the Regular City Council Meeting is a true and correct copy of said Notice and that I posted said Notice on the bulletin board in the City Hall, 1600 Avenue M, Hondo, Texas, a place convenient and readily accessible to the general public at all times, on December 3, 2018, at 8:17 A.M., and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in accordance with the Texas Open Meetings Law.

ATTEST:

**Miguel Cantu,  
City Secretary**



City of Hondo  
*Attn: City Secretary's Office*  
1600 Avenue M  
Hondo, Texas 78861  
mcantu@hondo-tx.org  
830.426.3370



**To:** Mayor and City Council  
**From:** Miguel Cantu, City Secretary  
**Date:** December 10, 2018  
**Re:** 2019 May Elections

For your information:

- Election Calendar for 2019
- Notice of Deadline to File Applications for Place on the Ballot posted December 5, 2018—due on December 16, 2018.

# Election Calendar

## For a City's General Election on

### May 4, 2019

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 4, 2019. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* together with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50<sup>th</sup> in the entry for March 15 means that the day for beginning mandatory office hours is the 50<sup>th</sup> day before election day; the notation "+10" in the entry for May 14 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10<sup>th</sup> day after election day.

When there is a statutory provision prescribing the last day for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2, and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day.

In preparing a personal calendar, the city secretary should remember the rule in EC §1.006 that if the last day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §2.16(a)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar.

Major steps are in ALL CAPS. Steps for early voting are in *ITALICS*.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Dec 17	LAST DAY to begin posting on bulletin board the notice of the dates of the filing period for the general election. (30 days before first day to file application for a place on the ballot). SOS has ruled that notice must contain location where applications will be received.	City Secretary	11.05(f)	138 <sup>th</sup>
Tues Jan 1	<i>First day voters may submit an application for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i>	City Secretary	16.51	123 <sup>rd</sup>
Wed Jan 2	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*122 <sup>nd</sup>
Jan 2-25	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	9.02	*122 <sup>nd</sup> thru *99 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jan 15
Wed Jan 16	<b>GENERAL ELECTION</b> FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 <sup>th</sup> day before filing deadline.	City Secretary	11.05	108 <sup>th</sup>
Jan 16	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108 <sup>th</sup>
Mon Jan 21- Feb 15	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor <sup>(1)</sup>	10.02 10.03 10.04 10.12	*103 <sup>rd</sup> thru 78 <sup>th</sup>
Mon Feb 4	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90 <sup>th</sup> day is on Sun. This action is extended to Mon, Feb 4 (89 <sup>th</sup> day).	City Secretary	7.07(d),(e), (f)	90 <sup>th</sup> (89 <sup>th</sup> )
Tue Feb 12	Remove candidate's name from ballot if the candidate dies on or before Feb 12 (day before the 2 <sup>nd</sup> day before filing deadline, in other words, the 3 <sup>rd</sup> day before the filing deadline).	City Secretary	11.25(a)	81 <sup>st</sup>
Fri Feb 15	<b>GENERAL ELECTION</b> STATUTORY LAST DAY FOR ORDERING ELECTION. <sup>(2)</sup>	Mayor <sup>(1)</sup>	10.04	78 <sup>th</sup>
Feb 15	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m.	City Secretary	11.05(a) 11.06	78 <sup>th</sup>
Feb 15	Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*78 <sup>th</sup>
Mon Feb 18	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 <sup>th</sup>
Feb 18	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing.  <b>NOTE:</b> Feb 18 is Presidents' Day, a state holiday. If the city is open for business, these recommended actions may be taken.	City Secretary	8.06	*75 <sup>th</sup>
Tue Feb 19	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election.	City Secretary	11.10	74 <sup>th</sup>
Wed Feb 20	If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council.	City Secretary	10.23	73 <sup>rd</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Thur Feb 21-25	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 <sup>nd</sup> thru *68 <sup>th</sup>
Fri Feb 22	LAST DAY for a ballot candidate in general election to withdraw and have name omitted from the ballot (withdrawal request must be received by 5 p.m.). See M §11.22(f) for an exception applicable to untimely withdrawal.	City Secretary	8.05(b) 11.22(b)	71 <sup>st</sup>
Feb 22	LAST DAY for a write-in candidate to withdraw in general election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline.	City Secretary	11.22(b)	71 <sup>st</sup>
Feb 22	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m.	City Secretary	11.23 11.24	71 <sup>st</sup>
Sat Feb 23	LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62 <sup>nd</sup> day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	13.06	70 <sup>th</sup>
Mon Mar 4	If a SPECIAL ELECTION to fill a vacancy is held together with the general election, and the SPECIAL ELECTION was ordered on or before the 70 <sup>th</sup> day before the election, this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION.  62 <sup>nd</sup> day is on Sunday. This action is extended to Mon, Mar 4, the 61 <sup>st</sup> day.	City Secretary	13.06	62 <sup>nd</sup> (61 <sup>st</sup> )
Tue Mar 5	LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 <sup>th</sup>
Mar 5	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60 <sup>th</sup>
Mar 5	<i>Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted annual applications for ballot by mail (ABBM).</i>	City Secretary	16.523	*60 <sup>th</sup>
Fri Mar 8	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 15 (must be received by 5 p.m.).	City Secretary	11.05	57 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Mar 8	<p>If a <b>SPECIAL ELECTION</b> to fill a vacancy is held together with the general election, and the <b>SPECIAL ELECTION</b> was called on or before the 70<sup>th</sup> day before the election this is the:</p> <p>1. <b>LAST DAY</b> for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.); and</p> <p>2. <b>LAST DAY</b> that a declaration of ineligibility; causes omission of candidate's name from the ballot.</p> <p><b>NOTE:</b> See M §11.22(f) for exception applicable to untimely withdrawal.</p>	City Secretary	8.05(b) 11.22 11.24	57 <sup>th</sup>
Mon Mar 11-22	Recommended period for APPOINTING ELECTION JUDGES. <sup>[2]</sup> (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges of their duties.	City Council <sup>(1)</sup>	4.03 4.04 4.05(b)	*54 <sup>th</sup> thru *43 <sup>rd</sup>
Thur Mar 14	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51 <sup>st</sup>
Fri Mar 15	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	2.15	50 <sup>th</sup>
Tue Mar 19	Last day to order a <b>SPECIAL ELECTION</b> to fill a vacancy unless a law outside the EC provides for an earlier date.	City Secretary	13.06	46 <sup>th</sup>
Mar 19	Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Mar 20.	City Secretary	11.07(d)	46 <sup>th</sup>
Wed Mar 20	<p><b>FIRST DAY TO MAIL EARLY VOTING BALLOTS, IF AVAILABLE.</b> In addition, this day is the <b>DEADLINE</b> for mailing ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the United States. If it is not possible to mail these ballots by this deadline, the city secretary must notify the secretary of state within 24 hours of knowing the deadline will not be met.</p> <p><b>NOTE:</b> The roster of persons mailed ballots is not available to the public until the first business day after election day [See M §16.56(g)].</p>	City Secretary	16.57	45 <sup>th</sup>
Mon Mar 25	If a <b>SPECIAL ELECTION</b> to fill a vacancy is held together with the general election, and the <b>SPECIAL ELECTION</b> was ordered after the 70 <sup>th</sup> day before the election, this is the <b>LAST DAY</b> For filing an application for a place on the ballot or file a declaration of write-in candidacy in the <b>SPECIAL ELECTION</b> .	City Council	13.06(a)(2)	40 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sat Mar 30	<p>LAST DAY for a candidate in a <b>SPECIAL ELECTION</b> with a filing deadline of the 40<sup>th</sup> day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35<sup>th</sup> day is Sat, Mar 30. EC §1.006 does not apply to this deadline, and this deadline is not moved.</p> <p><b>NOTE:</b> See M §11.22(f) for exception applicable to untimely withdrawal.</p>	City Secretary	11.22(b) 11.24(b)	35 <sup>th</sup>
<p>Thur Apr 4</p> <p>Apr 4</p> <p>Apr 4-24</p> <p>Apr 4</p> <p>Apr 4</p> <p>Apr 4</p> <p>Apr 4</p>	<p>Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m.</p> <p>Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.</p> <p>PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.</p> <p>Minimum 10<sup>th</sup> day to begin posting continuous notice if signature verification committee meets Apr 14.</p> <p>Recommended last day to notify presiding judges of duty to hold election.</p> <p>Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.</p> <p>Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one.</p>	<p>City Secretary</p> <p>Registrar</p> <p>Mayor <sup>(1)</sup></p> <p>City Secretary</p> <p>Mayor</p> <p>City Secretary</p> <p>City Secretary</p>	<p>18.06</p> <p>6.23(g) 6.25(b)</p> <p>10.12 20.04</p> <p>16.72</p> <p>10.15</p> <p>6.32(d) 6.35 7.42</p> <p>9.221(d)</p>	<p>30<sup>th</sup></p> <p>30<sup>th</sup></p> <p>30<sup>th</sup> thru 10<sup>th</sup></p> <p>30<sup>th</sup></p> <p>*30<sup>th</sup></p> <p>*30<sup>th</sup></p> <p>*30<sup>th</sup></p>
<p>Fri Apr 12</p> <p>Apr 12-25</p>	<p>Recommended last day to request waiver of partial manual recount of electronically counted ballots if the secretary of state has not already issued a waiver.</p> <p><i>Possible period for posting notice amending notice of branch early voting polling places.</i></p>	<p>City Secretary</p> <p>City Secretary</p>	<p>9.45</p> <p>16.22(k)</p>	<p>*22<sup>nd</sup></p> <p>22<sup>nd</sup> thru 9<sup>th</sup></p>
Sat Apr 13 (Apr 12 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21 <sup>st</sup> day is on Sat. Technically, the notice can be delayed until Mon, Apr 15, but it is better practice to post no later than Fri, Apr 12, which is the 22 <sup>nd</sup> day before the election.	City Secretary <sup>(1)</sup>	10.12(c)	21 <sup>st</sup>
Sun Apr 14	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Apr 15	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.. (The 20<sup>th</sup> day before the election is Sun, Apr 14. The deadline is extended so that if the application is placed in the mail by Mon, Apr 15, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 <sup>th</sup> (19 <sup>th</sup> )
Tue Apr 16	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 19. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.)</i>	City Secretary	7.38(d) 7.40	18 <sup>th</sup>
Apr 16	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2<sup>nd</sup> application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 <sup>th</sup>
Wed Apr 17	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5<sup>th</sup> day before beginning of early voting by personal appearance.)</i>	City Secretary	16.22(k)	17 <sup>th</sup>
Fri Apr 19	<i>Last day to receive application from voter delivered in person for a ballot to be voted by mail (by close of business). This is the last business day before the beginning of early voting by personal appearance.</i>	City Secretary	16.51(e)(5)	15 <sup>th</sup>
Apr 19	<i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered.</i>	City Secretary	17.02(d)	15 <sup>th</sup>
Apr 19	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used).</i>	City Secretary	7.40(c) & (d)	15 <sup>th</sup>
Apr 19	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 <sup>th</sup>
Apr 19	<i>Last day to challenge write-in candidate for compliance.</i>	City Secretary	11.10(h)	15 <sup>th</sup>
Sun Apr 21	<i>First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9<sup>th</sup> day before end of early voting by personal appearance.)</i>	City Secretary	16.74(a)	13 <sup>th</sup>
Mon Apr 22	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Apr 27 or 28, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must designate 2 weekdays that early voting will be conducted for 12 hours.)</i>	City Secretary	16.21 16.22(d) & (i)	12 <sup>th</sup>
Apr 22	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.



Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Apr 23	<i>Last day to accept application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i>	City Secretary	16.51(d)	11 <sup>th</sup>
Apr 23	<i>Last day to accept an FPCA from a registered voter.</i>	City Secretary	17.02(b)	11 <sup>th</sup>
Apr 23	<i>Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	16.523(a)	11 <sup>th</sup>
Wed Apr 24	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor <sup>(1)</sup>	10.12	10 <sup>th</sup>
Apr 24	<i>Last day to post notice if early voting will be conducted on Sat, Apr 27.</i>	City Secretary	16.22(k)	10 <sup>th</sup>
Thur Apr 25	<i>Last day to post notice if early voting will be conducted on Sun, Apr 28.</i>	City Secretary	16.22(k)	9 <sup>th</sup>
Fri Apr 26	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 <sup>th</sup>
Sun Apr 28	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on May 2. (48 hours before <b>date</b> of test.)	City Secretary	7.40(d)	6 <sup>th</sup>
Apr 28	Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on May 2. Notice must be published at least 48 hours before <b>test begins</b> for DRE's. To assure 48 hours before test begins, notice should be published by 3 <sup>rd</sup> day before date of test.  <b>NOTE:</b> Even though Apr 28 is a Sun, these deadlines are not moved because these notices are contingent on testing being conducted on May 2. Ideally, these notices and tests would have occurred before this date.	City Secretary	7.38(d)	6 <sup>th</sup>
Mon Apr 29	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station</u> if the first test is on May 3. (48 hours before <b>date</b> of test.)	City Secretary	7.40(b) & (d)	5 <sup>th</sup>
Apr 29	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 <sup>th</sup>
Tue Apr 30	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 <sup>th</sup>
Apr 30	Recommended day for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this recommended day, make sure all notices have been published. See entries for Apr 28 and 29 for deadlines for notice publication.	City Secretary	7.40(d)	*4 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 30- May 4	<i>As soon as early voting is over, and until 7:00 p.m. May 4, early voting materials may be delivered to the early voting ballot board if notice requirements have been followed. The board may process the materials but may not count the ballots until polls open on election day; unless the election is held jointly with a county with population of 100,000 or more, in which case, ballots may be counted.</i>	City Secretary	16.74(a) & (c)	4 <sup>th</sup> thru close of polls
Wed May 1	<i>Last day to receive an application to cancel mail ballot by a person who does not return the ballot.</i>	City Secretary	16.59(a)	3 <sup>rd</sup>
May 1	Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 <sup>rd</sup> day. Notice must be published at least 48 hours before date of test.	City Secretary	7.40(c) & (d)	3 <sup>rd</sup>
May 1	Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 am of election day, test must be by 3 <sup>rd</sup> day. Notice must be published at least 48 hours before <b>test begins</b> for DREs.	City Secretary	7.38(d)(1) & (2)	3 <sup>rd</sup>
May 1-3	<i>Period to apply for late (emergency) early voting because of death in family Apr 29 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 <sup>rd</sup> thru 1 <sup>st</sup>
May 1-3	Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early, before this list is delivered to the precinct election judges.	City Secretary	16.76 16.83(a)	*3 <sup>rd</sup> thru 1 <sup>st</sup>
May 1-4	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 23.</i>	City Secretary	17.17	3 <sup>rd</sup> thru Election Day, 5 p.m.
Thur May 2	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before date of test.	Presiding Judge	7.40(b) & (c)	2 <sup>nd</sup>
Fri May 3	<i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47(b) 16.83(j)	1 <sup>st</sup>
May 3	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 <sup>st</sup>
May 3	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 <sup>rd</sup> day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 <sup>st</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri May 3	<i>Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred Apr 29 or later.</i>	City Secretary	17.33(b)	1 <sup>st</sup>
Sat May 4	<b>ELECTION DAY.</b> Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
May 4	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day
May 4	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 22 or later.</i>	City Secretary	17.16 17.17	E Day
May 4	<i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	16.73(a)	E Day
May 4	<i>7 pm deadline for receiving ballots from voters who became ill or disabled Apr 22 or later.</i>	City Secretary	17.17	E Day
May 4	<i>7 pm first deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(c) 16.58(a)	E Day
May 4	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	9.33(d) 9.34	E Day
May 4	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 6	Second deadline for receiving mail ballots if the delivery envelop arrives before 5 pm and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. at the location of the election on election day. This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 6.	City Secretary	16.58(a)	+1 (+2)
May 6	<i>First day for public access to early voting by mail roster and applications and for mailed early voting ballot materials, including those for annual ABBMs.</i>	City Secretary	9.49(d) 16.56(g) 16.522(f)	(+2)
May 6	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	9.41(a)	(+2)
Tue May 7	Provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won, or may win. <b>These are now Secretary of State Forms 2201 and 2204.</b> These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	+3
May 7-13	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 7-15	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11 <sup>th</sup> day only if all FPCA ballots have been received and the EVBB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 7-15	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 7-15	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION.	Mayor	12.23	+3 thru +11
May 7- May 28	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state, must begin not later than 72 hours after polls close and be completed by the +21 <sup>st</sup> day. +21 <sup>st</sup> day is Sat, May 25. The date is extended to Tue, May 28 (+24 <sup>th</sup> day), because Mon, May 27 is Memorial Day.	City Secretary	9.45	+3 thru +21 (+24)
Thur May 9	<i>Last day to receive a ballot from outside the United States, other than certain FPCA ballots. If received between election day and this day, it must contain a cancellation or receipt mark indicating that it was placed for delivery before the time the polls were required to close on election day.</i>	City Secretary	16.58(b)	+5
Fri May 10	<i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. No cancellation or receipt mark is required.</i>	City Secretary	16.58(b)	+6
May 10	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 10	<i>Early voting ballot board (EVBB) convenes to count early voting ballots received by Thur, May 9, from outside the United States, if the early voting clerk did not certify that all ballots mailed from outside the United States had been received earlier. (Provisional ballots may also be processed at this time.)</i>	Early Voting Ballot Board	16.74(f)	+6
May 10	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 10	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar.	City Secretary	9.41(d)	+6
May 10	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 <sup>th</sup> day after election, excluding Sundays. The resulting day is the 6 <sup>th</sup> day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
Sun May 12-20	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 <sup>th</sup> day after canvass.	City Council or Mayor <sup>(1)</sup>	14.04	+8 thru +16

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon May 13	Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must be before the convening of the EVBB. The +7 day is May 11, a Sat. This deadline is extended to Mon, May 13 (+9 <sup>th</sup> day).		9.41(c) TAC §81.175(d)(3)	+7 (*9)
May 13	Last day for the EVBB to convene for counting the provisional ballots or any FPCA ballots from members of the U.S. armed forces or merchant marines or the spouse or dependent of a member.	Early Voting Ballot Board	16.77(b) 16.58(b)	+9
Tue May 14	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 15	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 17- May 28	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 <sup>th</sup> day is Sat or Sun (May 18-19), last day is Mon, May 20. If 10 <sup>th</sup> day is Sat, May 25, last day is Tue, May 28, because Mon, May 27 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10 <sup>th</sup> day after canvass
Mon May 27- July 1	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If Mon, May 27 (Memorial Day) is the first possible day, it does not move, since it is not the last day for holding the runoff. If 45 <sup>th</sup> day is Sat, Jun 29, the deadline moves to Mon, Jul 1.	City Secretary/ City Council	14.03	20 <sup>th</sup> -45 <sup>th</sup> day after canvass
Tue May 28	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 <sup>st</sup> day is Sat. The deadline is extended to Tue, May 28 (+24 <sup>th</sup> day) because Mon, May 27, is Memorial Day.	City Secretary	9.45	+21 (*24)
Mon Jun 3	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
Thur Jun 13	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 4	First day for transfer of voted ballots from the locked ballot box to another secure container. This action is not moved, because it is the first day, not the last day for this action.	City Secretary	9.49(g)	+61
Mon July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Mar 5, 2021	Last day of preservation period for ballots and other precinct election records of city election.	City Secretary	9.49(g)	+22 months

#### Endnotes

- [1] Follow home-rule city's charter provision, if any.
- [2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

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**NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION**

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

**NOTE ON CONTEXT**

When reading a section of the Election Code, remember to read the chapter and subchapter titles to determine if the section you are reading applies to cities.

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**NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON  
THE BALLOT**  
**(AVISO DE FECHA LÍMITE PARA PRESENTAR SOLICITUDES PARA UN LUGAR EN LA BOLETA)**

Notice is hereby given that applications for a place on ballot for the May 4, 2019 City of Hondo General Election may be filed during the following dates:  
*(se da aviso por las presente que las solicitudes para un lugar en la boleta de la Eleccion Especial de la Cuida de Hondo su pueden presentar durante el siguiente horario)*

**Filing Date and Times:** *(Fechas y Horario para entregar presentaciones)*

**Start Date: January 16, 2019**  
*(Fecha Inicio)*

**End Date: February 15, 2019**  
*(Fecha Limite)*

**Office Hours: Monday through Friday, 8:00a.m. to 5:00p.m.**  
*(Horario de la Oficina)*

**Physical address for filing applications in person for a place on the ballot:**  
*(Direccion a fisica para presentar las solicitudes en persona para un lugar en la boleta)*

City of Hondo City Hall  
1600 Avenue M  
Hondo Texas, 78861

**Address to mail applications for a place on the ballot (if filing by mail):**  
*(Direccion a donde enviar las solicitudes para un lugar en la boleta (en case de presentar pro correo)*

City of Hondo  
City Secretary's Office  
1600 Avenue M  
Hondo Texas, 78861



Printed Name of Filing Officer  
Miguel Cantu, City Secretary

December 5, 2018    Diciembre 5, 2018  
Date Posted                      (Fecha Archivada)

## **RESOLUTION 324-18**

**WHEREAS**, the 38<sup>th</sup> Judicial District State Court is currently is comprised of Medina, Real and Uvalde Counties; and

**WHEREAS**, the Medina County Commissioner's Court voted unanimously on March 1, 2018 to ask the State of Texas through it State Legislators to allow Medina County to be removed from the 38<sup>th</sup> Judicial District State Court and form a new judicial district state court; and

**WHEREAS**, the Commissioner's Courts of Uvalde and Real County have also unanimously adopted resolutions to allow Medina County to be removed from the 38<sup>th</sup> Judicial District State Court; and

**WHEREAS**, Medina County currently has a County Attorney's office that prosecutes for the County Court at Law, the four Justice of the Peace courts and the Juvenile court; and

**WHEREAS**, with the passing of legislation to create a new District Court in Medina County, Medina County will have its own District Attorney's office for Medina County along with the County Attorney's office; and

**WHEREAS**, Medina County has researched the feasibility of creating a Criminal District Attorney's office and abolishing the County Attorney's office, and;

**WHEREAS**, it is common in the State of Texas for larger counties to create a Criminal District Attorney's office to handle all prosecutorial and civil matters for the county, and;

**WHEREAS**, Medina County believes it will save as much as \$178,000 by creating the Criminal District Attorney's office with the creation of the new district court and in addition, gain many more efficiencies and increased revenues to the courts by having all prosecutorial duties as well as county civil matters under the same office; and

**WHEREAS**, the City of Hondo through its City Council, is in agreement that the creation of a new Judicial District which will include the creation of a Criminal District Attorney's office in Medina County will greatly improve the speed and quality of justice to the citizens of Hondo, Texas; and

**WHEREAS**, on March 1, 2018, the Commissioner's Court of Medina County unanimously approved a resolution asking the State Legislators to pass legislation that will create a new judicial district encompassing only Medina County; and

**WHEREAS**, on November 21, 2018, the Commissioner's Court of Medina County, unanimously approved a resolution asking the State Legislators to pass legislation that will create a Criminal District Attorney's office in conjunction with the creation of the new district court and, to abolish the Medina County Attorney's Office.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hondo supports the Resolution adopted on November 21, 2018 by the Medina County Commissioner's



Court asking the State of Texas through its State Legislators to pass legislation that will create a Criminal District Attorney's office in conjunction with the creation of the new district court and to abolish the county attorney's office once the Criminal District Attorney's office is created.

**Adopted by the City Council of the City of Hondo on this 10th day of December, 2018.**

**JAMES W. DANNER, SR., MAYOR**

**ATTEST:**

**Miguel Cantu, City Secretary**



THIS IS GOD'S COUNTRY

## City Council Communication

**Title:** Discuss and Consider Authorizing the City Manager to enter into an agreement with Vemeer for the purchase of a McLaughlin 50 HP Vac-tron in the amount of \$67,075

**Date:** December 10, 2018      **From:** Lance Ward, Water Crew Leader

### **INFORMATION:**

The approved 2018-2019 budget shows the purchase for a new Vac-tron (Hydro excavation) machine as a capital outlay for the Water Division. The new Vac-tron will allow our 2nd crew to operate more efficiently. Staff requested quotes and demonstrations for various vendors. After comparing performance and price the Water Division recommends the purchase of the McLaughlin 50HP from Vermeer.

### **FINANCIAL IMPACT:**

The Financial impact to the City of Hondo will be \$67,075.00 of the \$70,000.00 budgeted in the 2018-2019 budget..

### **STAFF RECOMMENDATION: N/A**

Staff recommends that City Council approves and authorizing the City Manager to purchase the McLaughlin from Vermeer

### **MOTION:**

Motion to approve and authorize the city manager to enter into an agreement with Vemeer for the purchase of the McLaughlin 50 HP Vac-Tron in the amount of \$67,075.

### **ATTACHMENTS:**

Written Quote Sheet  
Quote- Vermeer (Buy Board)  
Quote- Kinlock Equipment  
Quote-EKA

### **STAFF CONTACT(S):**

Presenter Lance Ward  
Water Crew Leader

William Stewart  
Water Superintendent

**EXHIBIT B  
WRITTEN QUOTE SHEET \$3,000.00 +**

Date Requested: 11-21-18

Dept/Div: Water

Funds Budgeted in Account: 03-50140408

Budgeted Amount: 70,000.00

	Vendor One	Vendor Two	Vendor Three
Firm	Vermeer	Kinlock Equipment	EKA
Address	16593 IH 35N	3816 Binz-Englemon	PO Box 932
City	Selma TX	San Antonio	Grayson GA
State/Zip	TX 78154	TX 78219	GA 30017
Telephone	210-620-6310	210-881-9344	770-498-9316
Fax			
Sales Rep:	Fernando Menjares	Jacob Regnier	Greg
E-Mail Address			
Delivery	Included	Included	Included
Freight Term			
Payment Term			
HUB			

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Qty	Unit	Description (include	Vendor 1		Vendor 2		Vendor 3	
			Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1		50 hp - 500 gal sprit - 3000 psi		67,075		69,645		78,752.99
SUB -- TOTAL								
GRAND TOTAL				67,075		69,645		78,752.99



# Vermeer® Texas-Louisiana

10/31/2018

good for 30 days

We are pleased to quote the following for your consideration

- 49 HP Kubota Tier 4 FINAL Diesel
- 1025 cfm 15" of mercury
- 3 stage filtration cyclones
- Reverse flow
- In tank clean out system
- 30' of 4" suction hose
- Suction tube , cutting wand and wash wand
- 500 gallon spoil tank w/secondary electronic shut down
- 250 gallons total fresh water tank's
- 5.3 gpm @ 3,000 psi water sytem , 50' water hose
- 14,000 lb gvw trailer

Buy Board Discount price.....	\$64,695.00
Freight and Prep.....	\$ 2,380.00
<b>Total Sale price .....</b>	<b>\$67,075.00</b>

Respectfully submitted;

Fernando Menjares  
 Vermeer Texas Louisiana  
 210-620-6310  
 fmenjares@vermeertexas.com

**Corporate Office**  
 3025 N State Hwy 161 Irving, Texas 75062 972.255.3500

Irving TX • San Antonio TX • Houston TX • Round Rock TX • Lubbock TX • Kilgore TX  
 Waco TX • Alamo TX • Corpus Christi TX • Amarillo TX • Humble TX • Denham Springs LA



**Kinloch Equipment & Supply, Inc.**

3816 Binz-Englemen Rd #B-101  
San Antonio, TX 78219  
Tel (210) 881-9344 Fax (210) 881-9475

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October 1, 2018

Mr. William "Buddy" Stewart  
City of Hondo- Water Department

Dear Mr. Stewart,

As the authorized dealer in your area for Pacific Tek in the state of Texas, we are pleased to submit the following options:

Pacific Tek PV500-GHO-W-T (T4F)	\$69,645.00
- 200 Gallon water tank	
- Traffic director	
- Flood lights	
- Turbo Nozzle, 4 GPM @ 4000 PSI	
- 4" Digging and Sucking Wand (DSB)	

Attached to this quote are specifications for the Pacific Tek PV500-GHO-W-T. Prices quoted herein are valid through November 31, 2018. Upon receipt of commitment lead time is 10-12 weeks. Shipping, training and support are included in the price.

NOTE: Kinloch Equipment and Supply Inc. San Antonio branch has the equipment and factory trained technicians to service Pacific Tek vacuum trailers.

Please call me if you have any questions.

Sincerely,

Jacob Regnier  
Kinloch Equipment & Supply, Inc.  
317-502-3169



**Pacific Tek**

**PV500-GHO-W-T**

**VACUUM**

- 500-gallon debris tank
- 1000 CFM blower set for relief at 15" Hg
- 38 HP EFI electric start gas engine
- 12 gallon aluminum fuel cell
- Debris tank is lifted to empty using hydraulic cylinders
- One Step Hatch opened/closed using hydraulic cylinders
- Hydraulic flow supplied by 12 V/DC power unit with a hand held 4 function pendant with 15' lead
- Sight Glass on rear hatch door
- 10-micron vacuum filtration system
- One 3" x 15' and one 3" x 10' vacuum hose and one detachable pick-up tube

**TRAILER**

- 9,990 GVWR trailer
- Tandem 6,000 rated axle
- Electric brakes on both axles
- Overall length of 14'
- Pintle or 2-5/16<sup>th</sup> hitch
- Safety break away function
- Unit powder coated Pacific Tek Safety Yellow

**Lighting**

- Traffic Director for PV 250 and up Mounted rear of debris tank with control box mounted inside hydraulic pump box
- L E D Flood light set, Mounted one each side to rear top of debris tank - Wired with switch on hydraulic pump box

EKA

P.O. Box 932 • Grayson, GA 30017-0018  
770.498.9316 • 866.498.9316 • 770.498.9318 (fax)  
EKA**Sales.com**



# Customer Quote

EKA Quote #	Date	Quote valid until:
8118	10/17/2018	11/16/2018

Name / Address	
CITY OF HONDO WILLIAM 1600 AVE. M HONDO, TX 78861-1798 210-426-3378	
Solicitation number	DEALER/CUST

Delivery Address

EKA Quote Contact	Contract Number	Payment Terms	F.O.B. terms	Dealer
cindy@ekasales.com	SEE BELOW	NET 30 DAYS	DEST	DW OF CTRL TX

Item / Description	Qty	Price Each	Total
DITCH WITCH HX50 HX50 With the following configuration: Spoils Tank 800 Gallon Water Tank 200 Gallons Reverse Flow Yes Hose and Tooling 4 Inch Accessories4in 2-1 Tool AccessoriesNone AccessoriesProspector Digging Lance Vac Boom None Filter Cyclonic Separator Controls Right Hand Traffic Water Heater No Trailer Model VT20 Trailer Jack Hydraulic Hydraulic Oil Standard Color Standard Decals English	1	58,782.90	58,782.90
#190-2506 PROSPECTOR ASSEMBLY, W/48" LANCE,#5 NOZZ	1	375.96	375.96
#325-411 4" 2 IN 1 TOOL (EXTENDABLE)	1	1,306.46	1,306.46
#025-1033 VT20 800 GAL STANDARD TRAILER	1	14,100.00	14,100.00
DEALERSHIP SETUP/INSTALL	1	221.43	221.43
FREIGHT HGAC EM06-17; BUYBOARD #515-16	1	3,966.24	3,966.24

DUNS: 07-594-9644; TIN: 58-1328598; Cage Code: 2Y851.  
We appreciate the opportunity to serve your government business needs.

**Total**

\$78,752.99



THIS IS GOD'S COUNTRY

## City Council Communication

**Title:** Discuss and consider awarding an engineering services contract, with M&S Engineering, a state registered engineer, for services in regard to the City's proposed Texas Development Block Grant (2019-20 TxCDBG) for a water and/or sewer improvement project.

**Date:** December 10, 2018      **From:** David Vasquez, Public Works Director

### **INFORMATION:**

The City of Hondo regularly utilizes funding available from the Texas Department of Agriculture via the Texas Community Development Block Grant for the purposes of repairing and improving infrastructure. The City is eligible to apply for a grant through this program in February 7, 2019 for the 2019-20 TxCDBG.

The City has ongoing projects for the repair, rehabilitation and improvement of the local water and waste water systems. In pursuit of these funds the City is allowed to solicit proposals for engineering services and administrative services (Langford Community Management Services) on a pre and post award basis. This means the City may contract with support service companies in anticipation of the grant and continue the contract without another solicitation for the same services after the grant is approved. To secure such services the City staff has advertised and solicited requests for qualifications in anticipation of the Grant award. Eight (8) proposals for Engineering Services were received and evaluated by a group of four (4) individuals – one elected official and three employees.

### **FINANCIAL IMPACT:**

The financial impact to the City of Hondo will be minimal since the cost of Engineering Services will be covered with CDBG grant proceeds. The structure of the grant process now allows for contracting on a Pre and Post award basis. This means the City may contract in anticipation of a grant award and continue with the same contractor without another solicitation for proposals. It is our understanding that the City will not be responsible for any costs in the event of a non-award.

### **STAFF RECOMMENDATION:**

City staff recommends contracting for engineering services with M&S Engineering.

### **MOTION:**

To move, second and approve the City Manager entering into an engineering services contract for the purposes of providing engineering services in relation to any City project funded by approval of the anticipated 2019-20 TxCDBG grant application.

### **ATTACHMENTS:**

None.

### **STAFF CONTACT(S):**


Kim Davis, City Manager

David Vasquez, Public Works Director





## MEMORANDUM

**TO:** Members of the Hondo City Council  
**FROM:** James W. Danner Sr., Mayor   
**DATE:** December 7, 2018  
**SUBJECT:** Appointments to the City of Hondo Golf Advisory Board

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All six of the members of the Golf Course Advisory Board have appointment terms which expired in November. Current members are Kristin Muennink, Steven Tapia, Danny Sandoval, Dallas Taylor, Chris Rosa, and Jess Hagen. All have agreed to be re-appointed to additional two year terms except for Danny Sandoval who has indicated time restraints. I recommend the other five be reappointed which bring the appointees in line with Ordinance covering the board which only allow for five members.

Also, City Councilmember Eric Torres has been appointed as council liaison to the board and I recommend his re-appointment.

Please call if you have any questions or comments about these appointments.