

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS: (I) ORDERING A GENERAL ELECTION TO BE HELD ON MAY 03, 2025, FOR THE PURPOSE OF ELECTING A MAYOR AND ELECTING TWO (2) COUNCILMEMBERS FOR PLACES 2 AND 3; (II) CALLING A SPECIAL ELECTION TO BE HELD ON MAY 03, 2025, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS A PROPOSITION TO AMEND THE CITY OF JERSEY VILLAGE CITY CHARTER REGARDING SECTION 5.05 RELATED TO THE OFFICE OF THE CITY SECRETARY; (III) AUTHORIZING THE MAYOR, OR DESIGNEE, TO ENTER INTO A JOINT ELECTION AGREEMENT WITH HARRIS COUNTY TO CONDUCT THE ELECTIONS ON BEHALF OF THE CITY OF JERSEY VILLAGE; (IV) DESIGNATING THE PLACES AND MANNER OF HOLDING THE ELECTIONS; (V) PROVIDING FOR THE POSTING AND PUBLICATION OF NOTICE; (VI) PROVIDING FOR A RUNOFF ELECTION IF REQUIRED; (VII) PROVIDING A SAVINGS CLAUSE; (VIII) PROVIDING AN OPEN MEETINGS CLAUSE; AND, (IX) PROVIDING AN EFFECTIVE DATE.

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WHEREAS, the City Council (the “Council”) of the City of Jersey Village, Texas (the “City”) desires to order a general election on May 3, 2025, for the purpose of electing a Mayor for the City and two (2) members to fill Positions 2 & 3 of the Council (the “General Municipal Election”); and

WHEREAS, it is the intention of the Council to call, at the same time as the General Municipal Election, a special election to submit proposed amendments to the City Charter to the voters in accordance with Section 9.004 of the Texas Local Government Code (the “Special Municipal Election”)(with the General Municipal Election and Special Municipal Election being collectively, the “Election”); and

WHEREAS, Section 3.005 of the Texas Election Code requires that the Special Municipal Election be ordered not later than the seventy-eighth (78th) day before the date of the Election; and

WHEREAS, the Council finds that it is in the public interest that the City enter into a joint election agreement and election services contract with Harris County in order to provide the most efficient and convenient voting opportunities for Election, with voting available in all Harris County polling locations and the potential for extended hours for early voting; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS:

SECTION 1. THAT the facts and matters contained in the Caption and Recitals to this Ordinance are found to be true and correct and are incorporated herein for all intents and purposes.

SECTION 2. THAT the General Municipal Election shall be held between seven o’clock (7:00) a.m. and seven o’clock (7:00) p.m. on the 3rd day of May 2025, in the corporate limits of the City, for the purpose of electing the Mayor, Councilmember Place 2, and Councilmember Place 3. A runoff election will be held, if necessary, between seven o’clock (7:00) a.m. and seven o’clock (7:00) p.m. on Saturday, June 7, 2025, as established with Harris County and in accordance with the election laws

of the State of Texas, all such arrangements for which are authorized by the adoption of this Ordinance and the executed joint election agreement and election services contract with Harris County.

SECTION 3. THAT any eligible and qualified person may have his or her name placed upon the official ballot of the General Municipal Election as a candidate by submitting an application in accordance with Section 141.031 of the Texas Election Code (the “Application”). The Application must be in writing, signed, and sworn to by the candidate, and it must indicate that the candidate swears to the Application. The Application may be filed with the City Secretary beginning on January 15, 2025, but not later than five o’clock (5:00) p.m. on February 14, 2025. Candidate filings will be accepted in person from eight o’clock (8:00) a.m. to five o’clock (5:00) p.m. Monday through Friday at the Office of the City Secretary, 16327 Lakeview Drive, Jersey Village, Texas 77040; by mail at the Office of the City Secretary, 16327 Lakeview Drive, Jersey Village, Texas 77040; by fax at 713-466-2177; or, by email at lcoody@jerseyvillagetx.com.

SECTION 4. In accordance with the general laws and the Constitution of the State of Texas, the Special Municipal Election is hereby called and ordered for Saturday, May 3, 2025, the same being the first (1st) Saturday in May, at which the following propositions for proposed amendments to the Charter shall be submitted to the qualified voters of the City for their action thereon. The proposed amendments to the Charter are set forth below, a separate number being assigned to each subject on which an amendment is proposed for convenience in reference. In the Special Municipal Election, the registered voters of the City shall decide by voting “Yes” or “No” whether they are in favor of the following propositions:

Proposition A

Amending Section 5.05 of the City Charter related to the Office of the City Secretary.

SHALL THE JERSEY VILLAGE CHARTER BE AMENDED BY AMENDING “ARTICLE V – ADMINISTRATIVE ORGANIZATION”, SECTION 5.05, “CITY SECRETARY”, IN ORDER TO CLARIFY THAT THE CITY SECRETARY IS NOT OBLIGATED TO PERFORM DUTIES ASSIGNED BY THE CITY MANAGER?

[] YES

[] NO

In the event of the approval of this proposition, Article V, Section 5.05 of the City Charter shall be amended to read as follows, with additions being underlined and deletions being struck through:

“Sec. 5.05. – City secretary.

The council shall appoint a city secretary. The city secretary shall be entitled to compensation for services as established by the council and shall serve at the pleasure of the council. With approval of the council, the city secretary shall appoint assistant city secretaries in number as approved by the council. The city secretary or an assistant city secretary shall give notice of council meetings; shall keep the minutes of proceedings of council meetings; shall authenticate by signature and record in full, in a book kept and indexed for that purpose, all ordinances and resolutions; shall hold and maintain the city seal, and affix the seal to all instruments requiring it; and shall perform

other duties required by the council, ~~city manager~~, this Charter, or the laws of the State of Texas.”

SECTION 5. THAT the Election shall be held in accordance with, and shall be governed by, the election laws of the State of Texas. The Council, pursuant to Chapter 271 of the Texas Election Code, authorizes the City Manager to enter into a joint election agreement with Harris County and other participating political subdivisions for this election. The City Secretary, the Mayor, and the City Manager are hereby authorized to perform all duties and take all actions as required by any election services contracts or joint election agreements related to the Election.

SECTION 6. THAT except as otherwise provided herein, the boundaries and territories of the County election precincts that are wholly or partially within the territorial boundaries of the City are hereby designated as the voting precincts of the City for the Election and the precinct numbers for the City’s election precincts shall be the corresponding County precinct number of each precinct. The Election Day polling places shall be designated by Harris County. On Election Day the polls shall be open from 7:00 a.m. to 7:00 p.m.

SECTION 7. THAT Harris County shall designate the Main Early Voting Location for early voting for the Election and shall appoint the Early Voting Clerk and Deputy Early Voting Clerk for early voting in person and voting by mail, who shall, upon approval of an application for ballot by mail related to the Election, provide balloting materials to the voter in accordance with the election laws of the State of Texas. Applications for ballot by mail (the “ABBM”) shall be mailed, faxed, emailed, or delivered by common or contract carrier to:

BY REGULAR MAIL

Tenisha Hudspeth
Harris County Elections Administrator
Attn: Elections Division
P.O. Box 1148
Houston, Texas 77251-1148

BY COMMON OR CONTRACT CARRIER

Teneshia Hudspeth
Harris County Elections Administrator
1001 Preston St., 4th Floor
Houston, Texas 77002

E-mail Address: VBM@vote.hctx.net
Phone Number: (713) 755-6965
Fax Number: (713) 755-4983
Website Address: www.HarrisVotes.com

SECTION 8. THAT the last day for the early voting clerk to receive applications for a ballot to be voted by mail via mail (regardless of postmarked date), fax, common or contract carrier, or email, is Tuesday, April 22, 2025, in accordance with Section 84.007(c) of the Texas Election Code. If a voter submits an ABBM via fax or email, the Early Voting Clerk must receive an original or a copy with a wet signature via mail within four (4) business days of the submission of the fax or email, in accordance with Section 84.007(b-1) of the Texas Election Code.

SECTION 9. THAT the places at which Early Voting by personal appearance shall be conducted shall be designated by Harris County. During the lawful early voting period, the Early Voting Clerk shall keep such locations for early voting open for early voting as required by the Texas Election Code, at a minimum.

SECTION 10. THAT the election judges, alternate judges, clerks and other personnel necessary for conducting the Election will be appointed by Harris County, and the election judges and alternate judges may be changed, and the polling places may be combined for some precincts, pursuant to decisions of Harris County. Harris County shall also be responsible for establishing the central counting station for the ballots cast in such election and appointing the personnel necessary for such station. The City Council hereby authorizes each of the Mayor, City Manager, Director of Finance, City Secretary and/or any of their designees (collectively, the “Authorized Representatives”) to appoint any such other officials not designated herein or appointed by Harris County as are necessary and appropriate to conduct the Election in accordance with the Code.

SECTION 11. THAT voting at the Election, including early voting, shall be by the use of voting machines; and the ballots of the Election shall conform to the election laws of the State of Texas, as amended. Harris County, via a joint election agreement or election services contract with the City, shall obtain, or cause to be obtained, the necessary electronic tabulating equipment, to arrange for the testing thereof as provided by law and to employ a duly qualified manager and a duly qualified tabulation supervisor to perform the duties respectively imposed on them by law with respect to the processing and tabulation of ballots at the Central Counting Station.

SECTION 12. THAT the *Cypress Creek Mirror*, is hereby found and declared to be a newspaper of general circulation in the City; that the City Secretary shall issue notice of the General and Special Elections to be published in the *Cypress Creek Mirror* not less than ten (10) days, but no more than thirty (30) days, prior to the date of the General and Special Elections; and, that in addition to posting in the *Cypress Creek Mirror*, notice of the General and Special Elections shall be posted on the bulletin board at the City Hall of the City not later than the twenty-first (21st) day before the date of the General and Special Elections and remain continuously posted until the end of the day on the date of the General and Special Elections.

SECTION 13. THAT the Mayor, the City Manager, and the City Secretary are hereby authorized to execute and issue, for and on behalf of the City, such orders, documents, and forms as may, from time to time, be promulgated by the Secretary of State of the State of Texas in conjunction with the Election, including, but not limited to, a joint election agreement with Harris County.

SECTION 14. THAT each and every provision, paragraph, sentence, and clause of this Ordinance has been separately considered and passed by the Council, and each provision would have been separately passed without any other provision; and, if any provision hereof shall be ineffective, invalid, or unconstitutional, for any cause, it shall not impair or affect the remaining portion, or any part thereof, but the valid portion shall be in force just as if it had been passed alone.

SECTION 15. THAT the Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place, and subject of the meeting of the Council during which it considered this Ordinance was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by Chapter 551 of the Texas Government Code; and, that said meeting was open to the public as required by law at all times during

which this Ordinance and the subject matter thereof was discussed, considered, and formally acted upon. The Council further ratifies, approves, and confirms the contents and posting of such written notice.

SECTION 16. THAT this Ordinance shall be in effect immediately upon its passage and approval.

PASSED, APPROVED, AND ADOPTED this 13th day of January 2025.

S/BOBBY WARREN, MAYOR

ATTEST:

S/Lorri Coody, City Secretary

