

**CITY OF LAKEWAY  
ORDINANCE NO. 2025-01-27-06**

**AN ORDINANCE OF THE CITY OF LAKEWAY, TEXAS, ORDERING A GENERAL ELECTION FOR THE PURPOSE OF ELECTING ONE (1) MAYOR AND THREE (3) COUNCIL MEMBERS, SUCH ELECTION IS TO BE HELD ON MAY 3, 2025, IN THE CITY OF LAKEWAY, TEXAS; MAKING PROVISION FOR THE CONDUCT OF THE ELECTIONS; PROVIDING FOR OTHER MATTERS INCIDENTAL AND RELATED TO SUCH ELECTION.**

WHEREAS, the City Council of the City of Lakeway wishes to order a general election for the purpose of electing one (1) mayor and three (3) council members, by the qualified voters of the City of Lakeway; and

WHEREAS, the City Council wishes to proceed with the ordering of an election to be held on May 3, 2025; and

WHEREAS, the City of Lakeway will enter into an agreement for joint election services (“Election Agreement”) with Travis County Elections Division which will provide voter accessibility to Travis County early voting locations, election day locations, and to the County’s ES&S ExpressVote voting system and certified HAVA-compliant voting equipment which preserves the City’s compliance with Texas Election laws; and

WHEREAS, the said election is to be held more than seventy-eight (78) days from the date of adoption of this ordinance ordering the general election; and

WHEREAS, the City Council wishes to designate certain officials to conduct various aspects of election services for the City;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEWAY, TEXAS, THAT:

SECTION 1. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

SECTION 2. A general election for the purpose of electing one (1) mayor and three (3) council members to two-year terms, by the qualified voters of the City of Lakeway, is hereby ordered to be held on May 3, 2025, in conformance with all applicable laws and as provided in this Ordinance. Voting locations on election day will be open from 7:00 am to 7:00 pm. The City Council hereby finds that holding the election on such date, a uniform election date, is in the public interest.

SECTION 3. CONDUCT OF ELECTION.

(a) Early voting by personal appearance will be conducted April 22, 2025 through

April 29, 2025 in accordance with State of Texas election law administered by the Election Officer of Travis County Elections Division from the Travis County Central offices located at 5501 Airport Boulevard, Suite B100, Austin Texas 78751. Voters may vote at any established Travis County early voting mobile or permanent voting site on the dates and times of operation as conducted by the County. The main early voting location for the Election will be *City of Austin Permitting & Development, 6310 Wilhelmina Delco Drive, Austin, TX 78752*. Applications for a ballot by mail may be submitted via regular mail to:

Travis County Clerk – Elections Division  
PO Box 149325  
Austin, TX 78714-9325

Or via contract carrier to:

Travis County Elections Division  
5501 Airport Blvd, Suite #100  
Austin, TX 78751-1410

Other contact information for the early voting clerk is:

Phone number: 512-238-8683  
Email address: [elections@traviscountytexas.gov](mailto:elections@traviscountytexas.gov)  
Website: <https://votetravis.gov/>

The period to apply for a ballot by mail is January 1, 2025, through April 22, 2025. The application must be received by April 22, 2025 (mere postmarking by the deadline is insufficient).

The Travis County Election Officer will assume the responsibility for recruiting election personnel and training thereof. The Travis County Election Officer is appointed to serve as the City's Election Officer and Early Voting Clerk and shall coordinate, supervise, and conduct all aspects of administering voting for the City's general election.

- (b) Election services for the voters of the City of Lakeway are to be administered by the Election Officer of the Travis County Elections Division from their Travis County Central offices located at 5501 Airport Boulevard, Suite B100, Austin Texas, 78751.

SECTION 4. All resident electors of the City shall be entitled to cast a vote in the general election of the City.

SECTION 5. The City Secretary of the City of Lakeway will perform those election duties listed (1) through (8) below and any other election duties that may not be delegated to another governmental entity:

- (1) preparing, adopting, and publishing all required election orders, ordinances, notices and other documents, including bilingual materials, evidencing action by the City of Lakeway necessary for the conduct of an election;
- (2) administer the City's duties under state and local campaign finance laws including but not limited to compliance with hours of operation, preparing and providing candidate information and filing forms for prospective interested citizens; receive filings for office and conduct the City's drawing for places on the ballot;
- (3) preparing the text for the City's official ballot in English and Spanish, as required by law;
- (4) providing the Election Officer with a list of candidates showing the order and the exact manner in which the candidates' names are to appear on the official ballot;
- (5) assist the County whenever possible when requested;
- (6) conduct the official canvass of the City of Lakeway election;
- (7) serve as the custodian of the City's election records; and
- (8) filing the Participating Entity's annual voting system report to the Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

SECTION 6. Notice of the Election shall be published once in a newspaper of general circulation published in the City not more than 30 days before the date set for the election and not later than 10 days before the date set for the election. In addition, Notice of the Election shall be posted at the City Hall and on the City's website not later than 21 days before the election.

SECTION 7. All Resolutions and Ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters ordained herein.

SECTION 8. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 9. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and this Council hereby declares that this Ordinance would have been enacted without such invalid provision.

SECTION 10. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 11. This Ordinance shall be in force and effect from and after the date of its adoption.

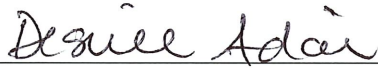
PASSED AND APPROVED this the 27<sup>th</sup> day of January, 2025.

CITY OF LAKEWAY, TEXAS



Thomas Kilgore, Mayor

ATTEST:



Desiree Adair, City Secretary



**ORDINANCE NO. 2025-02-03-03**

**AN ORDINANCE OF THE CITY OF LAKEWAY, TEXAS CALLING A SPECIAL ELECTION TO BE HELD ON MAY 3, 2025, FOR VOTER CONSIDERATION ON THE QUESTION OF AMENDMENTS TO THE CITY CHARTER FOR SAID CITY; ESTABLISHING RULES AND REGULATIONS FOR CONDUCTING SUCH ELECTION; PROVIDING FOR NOTICE OF SUCH ELECTION AND PROVIDING FOR FINDINGS OF FACT, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.**

WHEREAS, the City of Lakeway initially adopted its Home Rule Charter by election of the citizens on May 5, 1990, which has subsequently been amended from time to time; and

WHEREAS, the City Council has determined that other amendments are needed to the Charter in order to conform with the requirements of state law as well as provide the best economy and most efficient government to its citizenry; and

WHEREAS, in accordance with state law, the City Council of the City of Lakeway, Texas, calls a special election to be held on May 3, 2025, in order to add to the ballot for voter consideration whether to adopt the amendments to the City Charter set forth herein;

WHEREAS, the City of Lakeway will enter into an agreement for joint election services (“Election Agreement”) with Travis County Elections Division which will provide voter accessibility to Travis County early voting locations, election day locations, and to the County’s ES&S ExpressVote voting system and certified HAVA-compliant voting equipment which preserves the City’s compliance with Texas Election laws; and

WHEREAS, the said election is to be held more than seventy eight (78) days from the date of the adoption of this ordinance ordering the special election; and

WHEREAS, the City Council wishes to designate certain officials to conduct various aspects of election services for the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEWAY, TEXAS, THAT:

SECTION 1. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgement and findings of the Council.

SECTION 2. A special election for the purpose of submitting to a vote of the qualified electors whether to adopt new Charter language as shown in Exhibit A, incorporated by reference for all purposes is hereby ordered to be held on May 3, 2025, in conformance with all applicable laws and as provided in this Ordinance. Voting locations on election day will be open from 7:00

am to 7:00 pm. The City Council hereby finds that holding the election on such a date, a uniform election date, is in the public interest.

SECTION 3. CONDUCT OF ELECTION.

- (a) Early voting by personal appearance will be conducted April 22, 2025, through April 29, 2025, in accordance with State of Texas election law administered by the Election Officer of Travis County Elections Division from the Travis County Central offices located at 5501 Airport Boulevard, Suite B100, Austin Texas 78751. Voters may vote at any established Travis County early voting mobile or permanent voting site on the dates and times of operation as conducted by the County. The main early voting location for the Election will be *City of Austin Permitting & Development, 6310 Wilhelmina Delco Drive, Austin, TX 78752*. Applications for a ballot by mail may be submitted via regular mail to:

Travis County Clerk – Elections Division  
PO Box 149325  
Austin, TX 78714-9325

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Other contact information for the early voting clerk is:

Phone number: 512-238-8683  
Email address: [elections@traviscountytexas.gov](mailto:elections@traviscountytexas.gov)  
Website: <https://votetravis.gov/>

The period to apply for a ballot by mail is January 1, 2025, through April 22, 2025. The application must be received by April 22, 2025 (mere postmarking by the deadline is insufficient).

The Travis County Election Officer will assume the responsibility for recruiting election personnel and training thereof. The Travis County Election Officer is appointed to serve as the City's Election Officer and Early Voting Clerk and shall coordinate, supervise, and conduct all aspects of administering voting for the City's general election.

- (b) Election services for the voters of the City of Lakeway are to be administered by the Election Officer of the Travis County Elections Division from their Travis County Central offices located at 5501 Airport Boulevard, Suite B100, Austin Texas, 78751.

SECTION 4. All resident electors of the City shall be entitled to cast a vote in the special election of the City

SECTION 5. The City Secretary of the City of Lakeway will perform those election duties listed (1) through (8) below and any other election duties that may not be delegated to another governmental entity:

- (1) preparing, adopting, and publishing all required election orders, ordinances, notices and other documents, including bilingual materials, evidencing action by the City of Lakeway necessary for the conduct of an election;
- (2) administer the City's duties under state and local campaign finance laws including but not limited to compliance with hours of operation, preparing and providing candidate information and filing forms for prospective interested citizens; receive filings for office and conduct the City's drawing for places on the ballot;
- (3) preparing the text for the City's official ballot in English and Spanish, as required by law;
- (4) providing the Election Officer with a list of candidates showing the order and the exact manner in which the candidates' names are to appear on the official ballot;
- (5) assist the County whenever possible when requested;
- (6) conduct the official canvass of the City of Lakeway election;
- (7) serve as the custodian of the City's election records; and
- (8) filing the Participating Entity's annual voting system report to the Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

SECTION 6. Notice of the Election including a substantial copy of the proposed amendments, and an estimate of the anticipated fiscal impact if proposed amendments are approved shall be published in a newspaper of general circulation published in the City on the same day in each of two successive weeks with the first publication occurring before the 14<sup>th</sup> day before the date of the election. In addition, Notice of the Election shall be posted at the City Hall and on the City's website not later than 21 days before the election. Council hereby finds that there is no anticipated fiscal impact if the proposed amendments are approved.

SECTION 7. At the election, the PROPOSITIONS in Exhibit A shall be submitted in accordance with the law. The official ballots for the election shall be prepared in accordance with the Texas Election Code so as to permit the electors to vote "FOR" or "AGAINST" the PROPOSITION with the ballots to contain such provisions, markings, and language as required by law and with such PROPOSITIONS to be expressed substantially as in Exhibit A.

SECTION 8. All Resolutions and Ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters ordained herein.

SECTION 9. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 10. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and this Council hereby declares that this Ordinance would have been enacted without such invalid provision.

SECTION 11. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 12. This Ordinance shall be in force and effect from and after the date of its adoption.

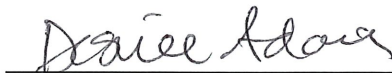
PASSED AND APPROVED this the 3<sup>rd</sup> day of February, 2025.

CITY OF LAKEWAY, TEXAS



Thomas Kilgore, Mayor

ATTEST:



Desiree Adair, City Secretary





**Exhibit A**  
**Ballot Propositions**  
**City of Lakeway Charter Amendment Election**

**Proposition B**

**Revising the Residency Requirement for City Manager**

Shall Section 4.01(a) be amended to require the City Manager reside within the boundaries of the Lake Travis Independent School District, instead of within the City limits?

If approved the requirement that the City Manager reside in the City limits would be modified, to require the City Manager to reside within the Lake Travis ISD boundaries within a reasonable time after accepting the appointment.

If approved, the amended portion of Section 4.01(a) would read as follows:

“The City Manager, when chosen, need not be a resident of the City, but is expected to reside within the boundaries of Lake Travis Independent School District within a reasonable period of time after accepting appointment.”

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Proposition C**

**Eliminating the Office of City Treasurer**

Shall Section 4.06 be deleted, thereby eliminating the volunteer office of City Treasurer, and other Charter provisions be amended as necessary to remove references to the City Treasurer?

If approved, Section 4.06 and all references to the City Treasurer in Sections 4.01, 8.01, 8.11, and 8.15 would be deleted in their entirety; and the current duties of the City Treasurer will be assumed by the City's Finance Director and other employees in the Finance Department, with an independent audit of the City's finances still performed each year by an outside accounting firm.

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Proposition D**

**Changing the Approval Process for Police Department Policies and Procedures**

Shall Section 4.07 be amended so that the policies and procedures adopted or changed by the Chief of Police for the Police Department shall be approved by the City Manager and reported to the Council at least annually, instead of having the City Council approve them when adopted by the Chief of Police?

If approved, the Chief of Police would still adopt written rules relating to police policies and procedures, but instead of having those approved by Council, the City Manager would approve them and report the new or revised Department policies and procedures to the Council within 10 days of approving the changes.

If approved, the amended portion of Section 4.07 would read as follows:

“The Chief of Police shall establish and maintain written rules, approved by the City Manager, relating to police policies and procedures. The City Manager may bring proposed changes to the policies and procedures to the City Council to obtain the Council’s input before the City Manager decides whether to approve the proposed changes. Within ten (10) days of approving revised police policies and procedures, the City Manager shall notify Council in writing of the revisions.”

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Proposition E**

**Changing the Process for Appointing Members of City Boards and Commissions and Changing the Terms of Office of Each Member of a Board or Commission**

Shall Section 7.01 be amended to change the process for appointing members of City Boards and Commissions so that the Mayor and each Council member shall nominate a person for a one-year appointment to each Board or Commission, subject to Council approval?

If approved, all appointments to City Boards and Commissions would be standardized. At the present time, appointments to some Boards and Commissions are made by the Mayor subject to Council approval, for a term of office that runs concurrently with the Mayor's term of office; but members of some Boards and Commissions are individually appointed by the Mayor and each Council member, still subject to Council approval, for a term of office that runs concurrently with the Mayor's term of office in some cases, or for 2-year terms in other cases. If this proposition is approved members of all City Boards and Commissions would be appointed in a uniform process for a one-year term of office, unless a different term of office is required by State law. Additionally, the proposition would allow council to adopt an ordinance setting forth the reasons for removing a member of a Board or Commission, and the process for doing so.

If approved, Section 7.01 would read as follows:

“Each member of the City Council shall appoint one member to each Board or Commission, subject to the approval of the Council. The Mayor's appointee shall serve as chair of the Board or Commission. Each Board or Commission shall elect from its members a vice chair, to serve in place of the chair when the chair is unavailable. The Mayor and Mayor Pro Tem shall each appoint, subject to the approval of the Council, alternate members to those Boards or Commissions that by ordinance have alternate members. Unless a different term of office is set out in State law, members of Boards or Commissions shall serve a one-year term of office that ends on June 30 each year. Members of a Board or Commission shall continue in office until a successor is appointed and qualified. Members of Boards and Commissions may be removed from office by action of the City Council. The City Council shall establish by ordinance the reasons for removal and the process for removing members of Boards and Commissions.”

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Proposition F**

**Eliminating the Board of Ethics**

Shall Section 7.05 be deleted in its entirety, thereby eliminating the Board of Ethics?

If approved, Section 7.05 would be deleted in its entirety and the reference to the Board of Ethics in Section 11.05 would also be deleted. Council would still be required to adopt a City Ethics Ordinance, which applies to all City officials, employees, and members of City Boards, Commissioners, or Committees.

If approved, Section 7.05 would be deleted in its entirety, and the amended portion of Section 11.05 would read as follows:

“The Council shall by ordinance establish a Code of Ethics. All City officials, employees and members of City Boards, Commissions or Committees shall comply with the City’s Code of Ethics.”

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Proposition G**

**Eliminating the City Building Commission**

Shall Section 7.06 be deleted in its entirety, thereby eliminating the City Building Commission, which is responsible under the City's development ordinances for determining whether to grant certain variances and waivers; and to transfer those functions to other City Boards or Commissions, or to City staff, as determined by Council?

If approved, Section 7.06 of the City Charter will be deleted in its entirety, and Council will assign by ordinance the current duties of the City Building Commission to the Zoning and Planning Commission, the Board of Adjustment, or to the Building and Development Services Director.

FOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

**Anticipated Fiscal Impact:** None.