

CITY OF WILLOWPARK
ORDINANCE NO. 930-26

AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 2, 2026 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY CITY COUNCILMEMBERS FOR PLACE NO. 3, PLACE NO. 4 AND PLACE NO. 5; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a general election for certain municipal officers of the City of Willow Park, Texas is ordered herein for May 2, 2026 under the authority of law; and

WHEREAS, Jenise Miller, the Elections Administrator for Parker County, is designated under §83.005 TEX. ELECTION CODE as the Early Voting Clerk for elections ordered on behalf of a municipality; and

WHEREAS, the City will enter into an agreement with Parker County for the provision of election services and said agreement provides for an election judge and the dates on which early voting shall occur; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1. INCORPORATION

All of the above precatory statements are true and correct and incorporated herein for all purposes.

SECTION 2. DATE OF ELECTION

It is hereby ordered that an election for certain municipal officers shall be held in and throughout the City of Willow Park, Texas on MAY 2, 2026.

SECTION 3. PURPOSE OF ELECTION

The purpose of the election is to provide for the general election of city officers, specifically: Councilmember Place No. 3, Councilmember Place No. 4, and Councilmember Place No.5. The term for Councilmember Place No. 3; Councilmember Place No. 4 and Councilmember Place No. 5 will be for a term of two years, ending May 2028.

SECTION 4. POLLING PLACE

The polling location for election day shall be the City of Willow Park City Hall located at 120 El Chico Trail, Suite A, Willow Park, Texas. In accordance with §41.031(b) TEX. ELECTION CODE, said polling place shall be open between the hours of 7:00 a.m. and 7:00 p.m. on the date of election.

SECTION 5. ELECTION JUDGES

The Presiding Election Judge and Alternate Presiding Election Judge shall be appointed by Parker County pursuant to an agreement with the County.

All Election Judges herein appointed shall appoint not more than two eligible persons as clerks to serve and assist in the conduct of election. Provided, however, that if the Election Judge named herein actually serves, the Alternate Election Judge shall serve as one of the clerks. All election clerks shall be qualified voters of the City.

SECTION 6. EARLY VOTING CLERK

Jenise Miller, the Elections Administrator for Parker County, is hereby designated as the Early Voting Clerk pursuant to §83.05 TEX. ELECTION CODE for the election ordered herein. The official mailing address of the early voting clerk is 1112 Santa Fe Drive, Weatherford, Texas 76086. The email address and telephone number of the early voting clerk is crickett.miller@parkercountytexas.com and 817-598-6185. The City Secretary is further ordered to procure and allocate the supplies necessary to conduct the election pursuant to §51.003(3) TEX. ELECTION CODE and to provide written notice to the presiding and alternate presiding judge of the election as specified by §32.009 TEX. ELECTION CODE.

SECTION 7. PUBLICATION AND POSTING OF NOTICE

Notice of the City election shall be given by posting a Notice of Election at the City of Willow Park City Hall on the bulletin board or other location used for posting notices of the meetings of the City Council, not later than 21 days prior to the date of the election, and by publication of said notice at least once in the newspaper published in the City, or if none, in a newspaper of general circulation. The date of said publication to be not less than 10 days nor more than 30 days prior to the date set for the election. Upon publication of the election notice, the City Secretary shall secure a Publisher's Affidavit or copy of the notice which complies with the requirements of §4.005 TEX. ELECTION CODE.

SECTION 8. EARLY VOTING

Early voting by personal appearance shall commence on April 20, 2026 and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. April 20, 2025 to April 28, 2025; and from 7:00 am until 7:00 pm on April 21 & 27, 2026; at a location to be determined by the City and the Early Voting Clerk. Extended hours for early voting shall be determined by the Early Voting Clerk and the City. A supplemental notice shall be issued stating the early voting location and the dates for the extended hours of early voting. Early voting shall be conducted in accordance with the requirements of the Texas Election Code.

Applications for voting by mail shall be delivered to the Early Voting Clerk at the same address not later than the close-of-business on April 21, 2026.

The Early Voting Clerk's address to which ballots voted by mail may be sent is:

Jenise Miller
Early Voting Clerk
1112 Santa Fe Drive Weatherford, TX
76086

SECTION 9. NECESSARY ACTIONS

The Mayor, City Council, or City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take all actions necessary to comply with the provisions of the TEX. ELECTION CODE in carrying out and conducting the election whether specifically authorized herein.

The City Secretary is directed to send a copy of the executed Order of Election to the Parker County Clerk and Election Administrator on or before February 27, 2026, pursuant to § 4.008 TEX. ELECTION CODE.

SECTION 10. SEVERABILITY

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 11. EFFECTIVE DATE

This Ordinance shall take effect from and after the date of its adoption.

PASSED, APPROVED AND ADOPTED on this 13th day of January 2026.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

The Willow Park City Council is acting on **Ordinance No. 930-26**, did on the 1th day of January 2026 vote as follows:

| | <u>FOR</u> | <u>AGAINST</u> | <u>ABSTAIN</u> |
|--------------------------|------------|----------------|----------------|
| Teresa Palmer | _____ | _____ | _____ |
| Eric Contreras, Place 1 | _____ | _____ | _____ |
| Chawn Gilliland, Place 2 | _____ | _____ | _____ |
| Buddy Wright, Place 3 | _____ | _____ | _____ |
| Scott Smith, Place 4 | _____ | _____ | _____ |
| Nathan Crummel Place 5 | _____ | _____ | _____ |