

CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS ORDERING A SPECIAL ELECTION TO BE HELD IN THE CITY OF WILLOW PARK ON MAY 2, 2026, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY A PROPOSITION TO APPROVE THE ADOPTION OF A HOME RULE CHARTER; TO ENTER INTO A JOINT ELECTION CONTRACT WITH PARKER COUNTY TO CONDUCT THE SPECIAL ELECTION ON BEHALF OF THE CITY OF WILLOW PARK; DESIGNATING THE PLACE AND MANNER OF HOLDING THE ELECTION; PROVIDING FOR THE POSTING AND PUBLICATION OF NOTICE; PROVIDING A SAVINGS CLAUSE; PROVIDING AN OPEN MEETINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council desires to order a Special Election on May 2, 2026, for the purpose of submitting to the voters a proposition to adopt a Home Rule Charter in accordance with Section 9.003 of the Texas Local Government Code; and

WHEREAS, pursuant to Section 9.002(d)(1)(A) and (2) of the Texas Local Government Code, Council selected a charter commission in 2025 and the charter commission proceeded with formation of a Home Rule Charter for the City; and

WHEREAS, the Home Rule Charter Commission submitted the final proposed Home Rule Charter to the City Council on February 10, 2026; and

WHEREAS, under Texas Local Government Code §9.003, the City Council is required to submit the charter prepared by the charter commission to the qualified voters of the municipality at an election to be held on the first authorized uniform election date that allows sufficient time to comply with the Texas Election Code and other law, and which occurs on or after the 40th day after the charter commission completes its work; and

WHEREAS, the City Council now seeks to proceed with the ordering of a special municipal election on Saturday, May 2, 2026, the next uniform election date, and appointing certain election officers required for the conduct of the election, and the City has previously ordered a general election as reflected in the City of Willow Park Ordinance No. 930-26, and has deemed it advisable to call the election hereinafter ordered; and

WHEREAS, the City Council has authority pursuant to Chapter 31, Texas Election Code, Section 31.092, to enter into an election services contract with Parker County to furnish certain election services; and

WHEREAS, this Ordinance complies in all respects to the Texas Election Code and Chapter 9 of the Texas Local Government Code.

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

I. INCORPORATION OF PREMISES

The above and foregoing premises are hereby declared true and accurate and are incorporated as is set forth fully herein.

II. SPECIAL ELCTION ADOPTION OF HOME RULE CHARTER

The City Council hereby approves the proposed Home Rule Charter set forth in its entirety in Exhibit "A," attached to and made part of this Ordinance for all purposes. That a special election shall be held on the May 2, 2026, election date to submit the question of adoption of the municipality's first Home-Rule Charter to the qualified voters of the City of Willow Park, Texas.

III. CALL OF ELECTION; DATE; HOURS

The City Council of Willow Park, Texas, hereby calls a special election with Parker County, Texas, as prescribed by the Texas Election Code, and the election shall be held at 120 El Chico Trail, Suite A, Willow Park Texas, on the 2nd of May 2026, from 7:00 a.m. until 7:00 p.m.

IV. VOTING PRECINCTS; POLLING PLACE; HOURS

That portion of Parker County Election Precincts 410, 415, 425 and 435 within the territory of the City is hereby designated as the voting precinct of the City in compliance with Texas Election Code section 42.0621. The precinct number for the City's election precincts shall be the corresponding number for the Parker County Election Precincts located within the territorial boundaries of the City. The Polling Places of the City for the Election shall be the regular county polling places in Parker County. The poll at the designated polling place on Election Day shall be open from 7:00 a.m. until 7:00 p.m.

The voting precincts and polling places of the City for the special election will be determined by the Parker County Elections Administrator, as identified in the Contract, as amended, and Notice of Election.

V. JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

(a) The Election shall be conducted in accordance with the Election Code under the jurisdiction of the Parker County Elections Administrator (the "Election Administrator"), pursuant to a Joint Election Agreement and Contract for Election Services, as amended, previously executed, approved, and entered with Parker County, and other participating entities, as described in the Contract approved by the City Council as reflected in Willow Park Ordinance No. 930-26 on January 13, 2026.

(b) As set out in the Contract attached and incorporated into Ordinance No. 930-26 the City Manager or designee is authorized to amend or supplement any and all contracts for the administration of the Election, including without limitation the Joint Election Agreement and Contract for Election Services, to the extent required for the Election to be conducted in an efficient and legal manner as determined by the Election Administrator and in accordance with the Election Code and the Local Government Code.

VI. CONDUCT OF SPECIAL ELECTION; BALLOTS; APPOINTMENT OF ELECTION OFFICERS

(a) The Elections Administrator is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct the election. Voting at the Election shall be by use

of electronic system ballots. Preparation of the official ballots for the Election shall conform to the requirements of the Texas Election and Local Government Codes. The official ballots for the Home Rule Charter election shall be prepared in accordance with the Texas Election and Local Government Codes and all applicable laws so as to permit the electors to vote "FOR" or "AGAINST" the proposed Charter. Pursuant to Section 9.003(c) of the Texas Local Government Code, as amended, the Charter Commission determined it to be impracticable to submit the proposed Charter to the voters by subject, therefore, the ballot language shall be as follows:

The City of Willow Park shall adopt the proposed Home Rule Charter. (La Ciudad de Willow Park aprobará la propuesta Carta de Autonomía.)

FOR []
(A FAVOR)

AGAINST []
(EN CONTRA)

(b) The Election shall be conducted by election officers, in accordance with the Texas Election Code and the Constitution and laws of the State of Texas and United States of America. The Parker County Elections Administrator shall appoint the persons to serve as the Presiding Election Judge and Alternate Presiding Election Judge for each voting precinct for the Election. The Presiding Election Judge and the Alternate Presiding Election Judge for the voting precinct shall be qualified voters of such precinct or otherwise eligible to serve pursuant to Election Code, Chapter 271. The Presiding Election Judge may appoint the number of election clerks to assist the Judge in the conduct of the Election at the polling place as agreed upon in the Parker County Contract for Election Services. The Alternate Presiding Judge may be appointed as a clerk. The Alternate Presiding Election Judge may serve as the Presiding Election Judge for the precinct in the absence of the Presiding Election Judge. The Presiding and Alternate Election Judge and election clerks shall be compensated at the hourly rate agreed upon in the Parker County Contract for Election Services. Compensable hours shall be determined in accordance with the provisions of the Texas Election Code and other applicable laws.

VII. EARLY VOTING BY MAIL

The City Council hereby appoints the Elections Administrator of Parker County, Texas, as Regular Early Voting Clerk. Ballot applications and ballots voted by mail shall be addressed to the Early Voting Clerk at the address indicated immediately below:

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

Applications for ballot by mail must be received no later than 5:00 p.m. on April 20, 2026.

**VIII. EARLY VOTING BY PERSONAL APPEARANCE; EARLY VOTING
BALLOT BOARD.**

(a) Early voting by personal appearance shall be conducted from April 20, 2026, thru

April 28, 2026. Times and locations will be determined as set by the Parker County Elections Administrator is the Early Voting Clerk as identified in the Contract and Notice of Election.

(b) The Parker County Election Administrator shall appoint an Erly Voting Ballot Board to count and return early voting ballots.

(c) Early voting location and times may be changed, or additional early voting locations may be added by the Parker County Elections Administrator without further action of the City Council or amendment to this Ordinance, as is necessary for the proper conduct of the Election.

IX. ELECTION INFORMATION TO BE PROVIDED IN THE SPANISH LANGUAGE

To the extent required by law, all notices, ballots, and other written materials pertaining to the Election shall be translated into and furnished to voters in both the English language and the Spanish language in order to aid and assist voters speaking Spanish as a primary or an alternative language to properly participate in the election process.

X. NOTICE OF ELECTION

Notice of the special election shall be given as required by the Election Code and the Local Government Code. The City Secretary shall cause the proposed Charter to be mailed to all eligible voters in English and in Spanish. The City Secretary shall also cause the Notice of Election to be published one time in the English and Spanish languages, in a newspaper published in the territory that is covered by the Election and is in the jurisdiction of the City. The notice shall be published not earlier than the 30th day or later than the 10th day before the Election, as required by section 4.003 of the Election Code. Notice of the Election shall also be posted on the bulletin board on which the City Council posts notices of its meetings not later than the 21st day before the Election. The contents of the Notice of Election shall comply with the requirements of the Election and Local Government Codes. The Notice of Election shall be delivered to the Parker County Clerk not later than the 60th day before the Election.

XI. AUTHORITY OF MAYOR

(a) The Mayor and City Secretary, in consultation with the City Attorney, shall have the authority to take, or cause to be taken, all actions necessary to comply with the provisions of the Texas Election Code as reasonable and necessary to ensure the Election is fairly held and returns counted and tabulated for canvass by the City Council, which actions are hereby ratified and confirmed.

XII. INCONSISTENT PROVISIONS

All ordinances or parts of ordinances in force when the provisions of this Ordinance becomes effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

XIII. GOVERNING LAW/QUALIFIED VOTERS

The special election shall be held in accordance with the Constitution of the State of Texas, the Election Code, and Chapter 9 of the Texas Local Government Code, and all residents qualified voters of the City shall be eligible to vote at the election.

XIV. SEVERABILITY

Should any part, sentence or phrase of this Ordinance be determined to be unlawful, void, or unenforceable, the validity of the remaining portions of this Ordinance shall not be adversely

affected. No portion of this Ordinance shall fail or become inoperative by reason of the invalidity of any other part. All provisions of this Ordinance are declared to be severable.

XV. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

XVI. EFFECTIVE DATE

This Ordinance is effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS _____ DAY OF _____ 2026.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

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.

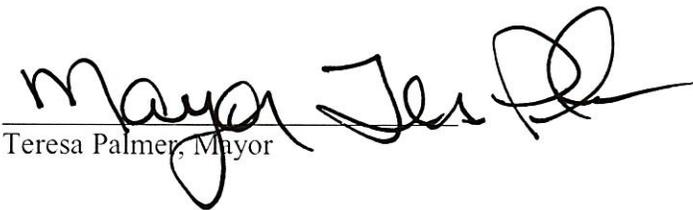
SECTION 10. SEVERABILITY

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	<input checked="" type="checkbox"/>	_____	_____
Chawn Gilliland, Place 2	<input checked="" type="checkbox"/>	_____	_____
Buddy Wright, Place 3	<input checked="" type="checkbox"/>	_____	_____
Scott Smith, Place 4	_____	_____	_____
Nathan Crummel Place 5	<input checked="" type="checkbox"/>	_____	_____ ABSENT



Jenise "Crickett" Miller
 ELECTIONS ADMINISTRATOR
 Parker County, TX
 PO BOX 639, Weatherford, 76086
 817-598-6185

Checklist for Entities Holding Election on May 2, 2026

- **FEBRUARY 13, 2026**, Deadline for additional early vote and/or election day polling locations
- **FEBRUARY 13, 2026**, Last day to order election and last day to file for General Election
Email Order of Election to Parker County Election's Office, type of election (General and/or Special) crickett.miller@parkercountytexas.com
- **FEBRUARY 17, 2026**, Write-in deadline
- **FEBRUARY 19, 2026**, Street index list of the entity due
- **FEBRUARY 23, 2026, by 1 PM** Email ballot title of races, candidate names and order of position beside each name or list them in the order needed on the ballot – *You may send the ballot wording sooner*
- **FEBRUARY 27, 2026**, Contract and deposit due to Parker County Elections Office – PO Box 369, Weatherford, TX 76086
- Once Parker County receives proofs for the ballots, they will be emailed to each entity to sign off (this may occur several times until all ballots are correct).
- Once Parker County receives audio proofs for the ballot, they will be emailed to each entity to sign off
- Bond election notices Due to Parker County Election Office by **APRIL 7, 2026**
- If you have an attorney helping with bond election please email Crickett the name of attorney, email and phone number
- Last day to register to vote: **April 2, 2026**
- Last day to request ballot by mail (Received in office): **April 21, 2026 5:00 pm.**
- **June 13, 2026**, Runoff Election Day

Checklist for AFTER the Election

- Canvass date set on or after: **May 11, 2026, AT 3:00 pm or later**
- Canvass Packet will be ready at noon: **May 11, 2026, BY 3:00 pm**
- Last day to canvass results: **MAY 13, 2026**
- Final Invoice from the Elections Administrator will be emailed and mailed after the election.
Return payment to Parker County Elections PO Box 639, Weatherford, TX 76086
- If refund from deposit is due to an entity, an email will be sent to inform you of the amount being returned.

Amy Gregory
 (817) 598-6031
amy.gregory@parkercountytexas.com

Jenise "Crickett" Miller
 (817) 598-6028
crickett.miller@parkercountytexas.com

Jenise "Crickett" Miller
ELECTIONS ADMINISTRATOR
Parker County, TX
1112 Santa Fe Drive, Weatherford, 76086
PO BOX 639, Weatherford, 76086
817-598-6185



December 12, 2025

Thank you for considering contracting with Parker County to conduct your election on **MAY 2, 2026**. The contract is attached with a checklist. The Contract contains early voting and Election Day dates and hours and a cost estimate for the election.

Special Note: Section XV: Miscellaneous Provisions in the contract – The Parker County Election Office needs an up-to-date street index with addresses and ranges for your entity by **February 13, 2026, or sooner**. The final cost will be compiled after the election, and an invoice with the remaining balance to be paid will be emailed. If a refund should be issued, an invoice with the refund balance will be emailed. Please send this contract and the 75% deposit on or prior to **February 27, 2026**.

Requests for Special Polling locations and hours must be made by **FEBRAURY 13, 2026 (last day to order election)**, please email to crickett.miller@parkercountytexas.com. If your entity should request additional early voting sites and hours, other than the original lists in this packet, your entity will be held accountable for the total cost of the polling location(s) requested. The Entity requesting the additional polling sites may have to assist in finding poll workers if the Election Office is not able to obtain staff.

Canvass paperwork will be ready by 3 pm on **MAY 11, 2026**; please **do not plan your canvass before this date**. If prefer to have your canvass report mailed to you, let me know, otherwise everyone will receive their canvass via email. As always, if you have any questions please feel free to call the office at any time.

Jenise "Crickett" Miller

Jenise "Crickett" Miller
ELECTIONS ADMINISTRATOR
Parker County



THE STATE OF TEXAS
COUNTY OF PARKER

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS CONTRACT for election services is made by and between Parker County Elections Administrator and the following political subdivisions.

Independent School Districts

ALEDO
AZLE
BROCK
GARNER
GRANBURY
LIPAN
MILLSAP
MINERAL WELLS
PEASTER
POOLVILLE
PERRIN-WHITT
SPRINGTOWN
WEATHERFORD

Cities

ALEDO
ANNETTA
ANNETTA NORTH
ANNETTA SOUTH
AZLE
BROCK
COOL
CRESSON
DENNIS
FORT WORTH
HUDSON OAKS
MILLSAP
MINERAL WELLS
PEASTER
PERRIN WHITT CISD
RENO
SANCTUARY
SPRINGTOWN
WEATHERFORD
WILLOW PARK

Emergency Service Districts

No. 1
No. 3
No. 6
No. 7
No. 8
No. 9

College

WEATHERFORD COLLEGE

Hospital

PARKER COUNTY HOSPITAL
DISTRICT

MUD

CRESSON CROSSROADS MUD #2

SUD

WALNUT CREEK SPECIAL UTILITU
DISTRICT
SANTO SPECIAL UTILITY DISTRICT

APPRAISAL DISTRICT

PARKER COUNTY



This contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for a joint **MAY 2, 2026**, election to be administered by Jenise “Crickett” Miller, Parker County Elections Administrator, hereinafter referred to as “Elections Administrator.”

RECITALS

Each participating authority listed above plans to hold a special or general election **MAY 2, 2026**.

The county owns an electronic voting system, the HART InterCivic Verity DUO Voting System (Version 2.7), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The contracting political subdivisions desire to use the County’s electronic voting system and compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual, agreements, and benefits to the parties, IT IS AGREED as follows:

I: ADMINISTRATION

The parties agree to hold a “Joint election” with Parker County and each other in accordance with chapter 271 of the Texas Election Code and this agreement. The Parker County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the joint Election as provided in this agreement. Each participating authority agrees to pay the Parker County Elections Administrator for equipment, supplies, services, and administrative costs as provided in this agreement. The Parker County Elections Administrator shall serve as the administrator for the Joint Election; however, each participating authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each participating authority as necessary.

It is understood that other political subdivisions may wish to participate in the use of the County’s electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes on terms and conditions generally similar to those set forth in this contract. In such cases, costs shall be pro-rated among the participants according to Section XI of this contract.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those polling locations where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling locations where jurisdictions do not overlap.



II: LEGAL DOCUMENTS

Each participating authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, and other pertinent documents required by the Texas Election Code and/or the participating authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices and election notices that are required by the Texas Election Code.

Preparation of the necessary materials for the notices and the official ballot shall be the responsibility of each participating authority, including translation to Spanish. Each participating authority shall provide a copy of their respective election orders and notices to Parker County Elections Administrator.

III: POLLING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day polling locations. Polling locations will be, whenever possible, the usual polling location for each election precinct in elections conducted by the county, and shall be compliant with the accessibility requirements established by Texas Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed EARLY VOTING polling locations are listed in Exhibit A of this Agreement. In the event that a polling location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the approval of the affected participating authorities. The Elections Administrator shall notify the participating authorities of any changes from the polling locations listed in Exhibit A.

If polling locations for the **MAY 2, 2026** joint election are different from the polling locations used by a participating authority in its most recent election, the Elections Administrator agrees to post a notice no later than **APRIL 30, 2026** at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivisions' polling location name and address in effect for the **MAY 2, 2026**. This notice shall be written in both English and Spanish languages.

IV: ELECTION JUDGES, CLERKS, AND OTHER PERSONNEL

Parker County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of the election officials if necessary.

Upon request by the Elections Administrator, each participating authority agrees to assist in recruiting polling location officials who are bilingual (fluent in both English and Spanish). In compliance with the Federal Voting Rights Act of 1965, as amended, each polling location containing more than 5% Hispanic populations as determined by the 2020 Census shall have one or more election officials who are fluent in both English and Spanish languages. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling location. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the participating authority or authorities served by the polling location shall be responsible for recruiting a bilingual worker for translation services at that polling location.



The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Elections Administrator shall arrange for the date, time, and place for presiding judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying them of his/her appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Parker County pursuant to Texas Election Code Section 32.091. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to the Election Day and for returning the supplies and equipment to the central counting station after the polls close.

Election judges and clerks who attend voting equipment training and /or procedures training shall be compensated at the same hourly rate that they are to be paid on Election Day.

The Election Administrator may employ other personnel necessary for the proper administration of the election, including such part time help as is necessary to prepare for the election to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part Time personnel working as members of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Parker County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

V: PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps, and other materials used by the election judge at the polling locations. The Elections Administrator shall ensure availability of tables, and chairs at each polling place and shall procure rented tables and chairs for those polling locations that do not have tables or chairs.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling locations where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, instructions, and other information needed to enable the election judges in the polling locations that have more than one ballot style to conduct proper elections.

Each participating authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate name and/or propositions are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The Elections Administrator shall be responsible for the preparation, testing and delivery of the voting equipment for the election as required by Texas Election Code.



The Elections Administrator shall conduct criminal background checks on relevant employees upon hiring as required by Texas Election Code Section 129.051(g).

IV: EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Elections Administrator as the Early Voting clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each participating authority agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Parker County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Parker County Elections Administrator or any participating authority shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the polling locations, dates, and times listed in Exhibit "A" of this document and shall be the Early Voting sites to be used in the Parker County GENERAL/SPECIAL ELECTION to be held on **MAY 2, 2026**. Any qualified voter of the Joint Election may vote early by personal appearance at any of the joint early voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

The Elections Administrator shall provide each participating authority a copy of the early voting report on a daily basis and a cumulative final early voting report following the election. In accordance with Section 87.121 (g) of the Texas Election Code, the daily reports showing the previous day's early voting activity will be distributed to each authority no later than 5pm each business day if requested in writing.

VII: EARLY VOTING BALLOT BOARD

Parker County shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

VIII: CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.



Parker County hereby in accordance with Sections 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Early Voting Clerk:	Jenise "Crickett" Miller
Central Counting Station Manager/Tabulation:	Stacey Bryan
Assistant Tabulation Supervisor:	Amy Gregory
Central Count Assistants:	Lori Williams
	Angie Hudson

The counting station manager or his/her representative shall deliver timely cumulative reports of the election results as precincts report to the central count station. The manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public on the Parker County Elections Website (www.parkercountytexas.com/482/Election-Results). To ensure the accuracy of reported election returns, results printed on the tapes produced by Parker County's voting equipment will not be released to the participating authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare OFFICIAL canvass reports that are necessary for the compliance with Texas Election Code Section 67.004 after all precincts have been counted and will deliver a copy of these OFFICIAL canvass reports to each participating authority as soon as possible after all returns have been tabulated. Each participating authority shall be responsible for the official canvass of its respective election(s).

The Elections Administrator will prepare the electronic precinct by precinct results for uploading to the Secretary of State as required by section 67.017 of the Texas Election Code.

The Elections Administrator shall be responsible for conducting the Post-Election Hand Count Audit (formerly known as the Partial Manual Count – changed by Senate Bill 827, effective Sept. 1, 2025) required by Section 127.201 of the Texas Election Code.

IX: PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE PARKER COUNTY

Each participating authority must contract with every county their territory falls within according to the Texas Election Code.

X: RUN-OFF ELECTIONS

Each participating authority shall have the option of extending the terms of this agreement through its run-off election, if applicable. In the event of such run-off election, the terms of the agreement shall automatically extend unless the participating authority notifies the Elections administrator in writing within 3 business days of the original election.

Each participating authority shall reserve the right to reduce the number of early voting and /or Election Day polling locations in a run-off election. If necessary, any voting changes (polling locations) made by a participating authority between the original election and the run-off election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.



Each participating authority agrees to order any run-off election(s) at or before its meeting for canvassing the votes from the **MAY 2, 2026**, election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its run-off election. Runoff date will be **TBD**, if runoff is needed.

Each participating authority eligible to hold run-off elections agrees that the date of the run-off election, if necessary, shall be determined jointly by the participating authority(ies) and the Elections Administrator.

XI: ELECTION EXPENSE AND ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Allocation of costs will be estimated and where multiple participants are utilizing polling location, costs will be shared. Costs for Early Voting by Personal Appearance, Early Voting by Mail, and ballot programming shall be allocated based upon the fees agreed to by the participating authorities.

Costs for Early Voting by Mail shall be allocated according to the actual number of ballots mailed to each participating authority's voters.

Each participating authority agrees to pay the Parker County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs in accordance with Section 31.100(d) of the Texas Election Code.

The Parker County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the county treasurer in accordance with Election Code Section 31.100.

XII: WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any participating authority may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051-2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Parker County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses. The minimum fee shall be \$75.00. Any monies over the \$75.00 minimum fee will be due within thirty days of the withdrawal from the contract.

XIII: RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgement, whichever



is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation, or open records request which may be filed with the authority.

XIV: RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting participating authority agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor, and the participating authority's official or employee who performs the duties of the secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each participating authority as necessary to conduct a proper recount.

XV: MISCELLANEOUS PROVISIONS

1. Each participating entity shall be solely responsible for providing the Elections Administrator with a street index along with the ranges for their entity's district for the **MAY 2, 2026**, election by **FEBRUARY 19, 2026**.
2. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the county's election equipment and polling locations, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes, and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
3. The Elections Administrator shall file copies of this document within the Parker County Elections Administrator Office, Parker County Auditor, and the Parker County Treasurer in accordance with Section 31.099 of the Texas Election Code.
4. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
5. This agreement shall be constructed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Parker County, Texas.
6. In the event that one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this agreement shall be constructed as if such invalid, illegal, or unforce able provision had never been contained herein.
7. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and other entities with local jurisdiction.
8. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
9. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.



XVI: COSTS ESTIMATES AND DEPOSIT OF FUNDS

Each participating authority agrees to pay the Parker County Elections Administrator 75% due with the signed contract. The exact amount of each participating authority's obligation under the terms of this agreement shall be calculated after the **MAY 2, 2026**, election (or run-off election, if applicable), and the authority shall pay to the Elections Administrator the balance due within 30 days after receipt of the invoice from the Parker County Treasurer's Office.

The total estimated obligation and required deposit for each participating authority under the terms of this agreement are attached Exhibit B. Deposit is due by **FEBRUARY 27, 2026**.

XVII: JOINT CONTRACT ACCEPTANCE AND APPROVAL

IN TESTIMONY HEREOF, this Agreement has been executed on behalf of the Parties hereto as follows, to wit:

1. It has on the _____ day of _____, _____ been executed on behalf of the PARTICIPATING AUTHORITY, TEXAS PURSUANT TO AN ACTION OF THE PARTICIPATING AUTHORITY so authorizing;

ACCEPTED AND AGREED TO BY THE PARTICIPATING AUTHORITY

ALEDO INDEPENDENT SCHOOL DISTRICT
TITLE: _____

AZLE INDEPENDENT SCHOOL DISTRICT
TITLE: _____

BROCK INDEPENDENT SCHOOL DISTRICT
TITLE: _____



GARNER INDEPENDENT SCHOOL DISTRICT
TITLE: _____

GRANBURY INDEPENDENT SCHOOL DISTRICT
TITLE: _____

LIPAN INDEPENDENT SCHOOL DISTRICT
TITLE: _____

MILLSAP INDEPENDENT SCHOOL DISTRICT
TITLE: _____

MINERAL WELLS INDEPENDENT SCHOOL DISTRICT
TITLE: _____

PEASTER INDEPENDENT SCHOOL DISTRICT
TITLE: _____

POOLVILLE INDEPENDENT SCHOOL DISTRICT
TITLE: _____



PERRIN-WHITT C INDEPENDENT SCHOOL DISTRICT
TITLE: _____

SPRINGTOWN INDEPENDENT SCHOOL DISTRICT
TITLE: _____

WEATHERFORD INDEPENDENT SCHOOL DISTRICT
TITLE: _____

CITY OF ALEDO
TITLE: _____

TOWN OF ANNETTA
TITLE: _____

TOWN OF ANNETTA NORTH
TITLE: _____



TOWN OF ANNETTA SOUTH
TITLE: _____

CITY OF AZLE
TITLE: _____

TOWN OF BROCK
TITLE: _____

CITY OF COOL
TITLE: _____

CITY OF CRESSON
TITLE: _____

TOWN OF DENNIS
TITLE: _____

CITY OF FORT WORTH
TITLE: _____



CITY OF HUDSON OAKS
TITLE: _____

CITY OF MILLSAP
TITLE: _____

CITY OF MINERAL WELLS
TITLE: _____

TOWN OF PEASTER
TITLE: _____

CITY OF SANCTUARY
TITLE: _____

CITY OF RENO
TITLE: _____

CITY OF SPRINGTOWN
TITLE: _____



CITY OF WEATHERFORD
TITLE: _____

John R. Mayer

CITY OF WILLOW PARK
TITLE: *Mayer* _____

ESD NO. 1
TITLE: _____

ESD NO. 3
TITLE: _____

ESD NO. 6
TITLE: _____

ESD NO. 7
TITLE: _____

ESD NO. 8



TITLE: _____

ESD NO. 9

TITLE: _____

WEATHERFORD COLLEGE

TITLE: _____

WALNUT CREEK SPECIAL UTILITY DISTRICT

TITLE: _____

SANTO SPECIAL UTILITY DISTRICT

TITLE: _____

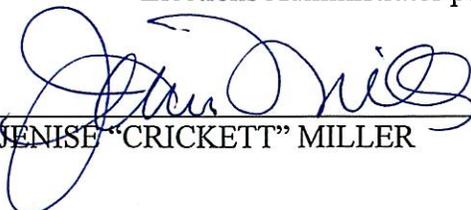
PARKER COUNTY HOSPITAL DISTRICT

TITLE: _____

CRESSON CROSSROADS MUD #2

TITLE: _____

2. It has on the 18th day of **December 2025** been executed by the Parker County Elections Administrator pursuant to the Texas Elections code so authorizing;



JENISE "CRICKETT" MILLER



PARKER COUNTY ELECTIONS ADMINISTRATOR

3. It has on the _____ day of _____, _____ been executed on behalf of the Parker County Attorney pursuant to the Texas Elections code so authorizing.

JOHN FORREST, COUNTY ATTORNEY
PARKER COUNTY, TEXAS



EXHIBIT A: ELECTION DATE AND TIMES

EARLY VOTING

Main Voting Site (*Sitio de votacion principal*)

Election Building
801 Santa Fe Dr
Weatherford, 76086

Branch Voting Sites

Springtown Senior Center
Community Room
1070 N Main St
Springtown, 76082

Peaster ISD Rock Gym
Back Room of Gym
8512 FM RD 920
Peaster, 76088

Aledo ISD Admin Building
Louden Room
1008 Bailey Ranch Rd
Aledo, 76008

Hudson Oaks Public Safety Building
Training Room
150 N Oakridge Dr
Hudson Oaks, 76087

Azle City Hall
Community Room
505 W Main St
Azle, 76020

Olive Branch Masonic Lodge #792

201 Grindstone Rd
Brock, 76087

Regular Early Voting Hours and Days (*Horas y dias regulares de votacion anticipada*)

Monday, April 20, 2026 (<i>Lunes 20 de abril de 2026</i>)	8:00AM-5:00PM
Tuesday, April 21, 2026 (<i>Martes 21 de abril de 2026</i>)	7:00AM-7:00PM
Wednesday, April 22, 2026 (<i>Miercols 22 de abril de 2026</i>)	8:00AM-5:00PM
Thursday, April 23, 2026 (<i>Jueves 23 de abril e de 2026</i>)	8:00AM-5:00PM
Friday, April 24, 2026 (<i>Viernes 24 de abril de 2026</i>)	8:00AM-5:00PM
Monday, April 27, 2026 (<i>Lunes 27 de abril de 2026</i>)	7:00AM-7:00PM
Tuesday, April 28, 2026 (<i>Martes 28 de abril de 2026</i>)	8:00AM-5:00PM

ELECTION DAY SITES MAY 2, 2026, 7:00AM-7:00PM

Azle City Hall	505 W Main St, Azle 76020	Community Room
Springtown Senior Center	1070 N Main St, Springtown 76082	Community Room
Peaster ISD Rock Gym	8512 FM RD 920, Peaster 76088	Back Room of Gym
Olive Branch Masonic Lodge #792	201 Grindstone Rd, Brock 76087	
Hudson Oaks Public Safety Bldg.	150 Oakridge Dr, Hudson Oaks 76087	Training Room
Aledo ISD Admin Building	1008 Bailey Ranch Rd, Aledo 76008	Louden Room
Parker County Election Bldg.	801 Santa Fe Dr, Weatherford 76086	

Applications for Ballot by Mail may be obtained by calling **(817) 598-6185**
 Applications for ballots by mail must be received by the Early Voting Clerk
NO later than the close of business day on Tuesday, April 21, 2026
 Applications for ballot by mail shall be mailed to:

*(Las solicitudes de boletas por correo deben ser recibidas por el Secretario de Voatcion Anticipada
 No mas tarde que el cierre del dia habil el Martes 21 de Abril de 2026
 Las solicitudes de bolete electoral por correo se enviaran por correo a:)*

Early Voting Clerk, PO Box 639, Weatherford, 76086
 Email: s.bryan@parkercountvtx.com Fax: (817) 598-6183



EXHIBIT B: COST ESTIMATE FOR ELECTION

May 2, 2026, ELECTION

	ESTIMATE
PROGRAMMING	\$1,500.00
SHIPPING	\$15.00
TEST BALLOTS	\$15.00
COPIES FOR BOND TO POLL SITES	
EARLY VOTING SUPPLIES	\$20.00
ELECTION DAY SUPPLIES	\$20.00
ELECTION WORKER PAYROLL	\$900.00
EARLY VOTING BY MAIL (based upon how many voters request ballot by mail)	\$5.00
EARLY VOTING BY MAIL (Office Payroll Help)	\$0.00
BALLOT PAPER (based on how many voters vote)	\$50.00
MILEAGE DURING EARLY VOTING AND ELECTION DAY	\$0.00
PREPARATION AND DISTRIBUTION OF EARLY VOTING SUPPLIES	\$25.00
PREPARATION AND DISTRIBUTION OF ELECTION DAY SUPPLIES	\$50.00
VERIZON MIF (TOTAL DIVIDED BY # ENTITIES INVOLVED (\$1367.64))	\$120.00
LAT NOTICE - No longer required	\$0
NOTICE OF ELECTION NEWSPAPERS	\$80.00
TOTAL	\$2,800.00
10% ADMINISTRATIVE	\$280.00
EQUIPMENT RENTAL - \$1,000 per entity flat fee	\$1,000.00
TOTAL DUE	\$4,080.00
DOWN PAYMENT (75% of Total Due)	\$3,060.00

Note: The election worker payroll will vary depending on number of workers used for the election, and the cost is based off the percentage of registered voters are in each entity. Entities with a larger registered voter count will receive a higher amount to pay for the election workers, than an entity with a smaller number of voters