

CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. 926-25

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 1 “GENERAL PROVISIONS”, ARTICLE 1.03 “CITY COUNCIL”, DIVISION 2 “GOVERNANCE POLICY AND RULES OF PROCEDURE”, §1.03.035 “MEETINGS”, SUBSECTION (m) “AGENDA”; PROVIDING MAYOR AND THE CITY ADMINISTRATOR HAVE CONTROL OF THE CITY COUNCIL AGENDA, INCLUDING SUPPLEMENTS AND AMENDMENTS AND PROVIDING AN AGENDA SCHEDULE; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Willow Park, Texas is a Type-A general law municipality (the “City”) located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City of Willow Park desires to revise its City ordinance regarding policies and procedures for placing items on the agenda; and

**WHEREAS**, the City of Willow Park submitted the revisions to Chapter 1 “General Provisions”, Article 1.03 “City Council” to the City Council for its review, all in compliance with Chapter 1 “General Provisions”, Article 1 “Code of Ordinances” §1.01.007 “Amendments or additions to code” of the City of Willow Park Code of Ordinances; and

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the City ordinance regarding meetings will be in the best interest of the citizens of Willow Park.

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

**SECTION 1.** All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2: Amendment.** That Chapter 1 “General Provisions”, Article 1.03 “City Council”, §1.03.035 “Meetings”, of the City’s Code of Ordinances is hereby amended and Subsection (m) is replaced in its entirety as set forth below with all other provisions of Chapter 1, Article 1.03 not herein affected to remain in full force and effect:

**§ 1.03.035. Meetings.**

**(m) Agenda**

- (1) The mayor and/or city administrator or designee shall set the agenda and have control over the agenda, including supplements and amendments. The mayor and any council member may, either verbally or in writing, request an item be placed on a future agenda. The requested agenda item shall be included on the next agenda of a regularly

scheduled meeting but no later than the second regularly scheduled meeting after receiving the request unless otherwise agreed upon by the city council.

(2) A preliminary agenda shall be provided by the city secretary or designee to the council by 12:00pm on the Monday, or five business days, prior to a scheduled city council meeting.

(3) A final agenda shall be provided by the city secretary or designee to the council by 12:00pm on the Tuesday, or four business days, prior to a scheduled city council meeting.

(4) The “consent agenda” consists of operational items and previously discussed items that do not require deliberation by the council.

(5) Any council member may remove an item from the consent agenda for separate discussion and consideration of action.

(6) During a council meeting, any item may be deferred or postponed to a later date by the mayor if there is no objection. If a member of the city council objects, a majority vote of the council is required to defer or postpone the item.

(7) The city administrator may remove an item from the consent agenda items by providing notice to the city council prior to the convening of the meeting. The chair shall announce the removal of an item from the consent agenda prior to requesting a motion.

**SECTION 3: Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

**SECTION 4: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Willow Park hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION 5: Effective Date.** This Ordinance shall become effective upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

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Teresa Palmer, Mayor

ATTEST:

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Deana McMullen, City Secretary