

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 NOVEMBER 3, 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 November 3, 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, the Mayor by proclamation 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 January 27, 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, November 3, 2026, the next uniform election date, and appointing certain election officers required for the conduct of the election, 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, 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 ELECTION 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 November 3, 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. The ballot to be used in such election shall be provided as set out in this ordinance and the equipment and ballots provided by the Parker County Elections Administrator as set out herein in Section VI of this ordinance.

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 the Parker County designated polling places as shown on Exhibit "A", on the 3rd day of November 2026, from 7:00 a.m. until 7:00 p.m.

IV. VOTING PRECINCTS; POLLING PLACE; HOURS

That portion of Parker County Election Precincts 400, 410, 415, 435 and 450 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 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 with Parker County, and other participating entities.

(b) As set out in the Contract to be considered and approved by the City, 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
PO Box 639
Weatherford, TX 76086

Applications for ballot by mail must be received no later than 5:00 p.m. on October 23, 2026.

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

(a) Early voting by personal appearance shall be conducted from October 19, 2026, thru October 30, 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 Early 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, however, the locations and times are shown on Exhibit "B".

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 resident 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

Exhibit A

7:00AM-7:00PM

ELECTION DAY SITES (*Sitios del día de las elecciones*)



Election Day sites for voting by personal appearance for the PRIMARY ELECTIONS to be held on November 3, 2026, as conducted by Parker County, Texas are as follows:

(Los lugares del Día de las Elecciones para votar en persona para la PRIMARIA ELECCIONES que se llevara a cabo el 3 de Noviembre de 2026 segun lo realizado por el Condado de Parker, Texas son los siguientes:)

Silver Creek Methodist Church	2200 Church Rd, Azle 76020	Activities Center
Azle City Hall	505 W Main St, Azle 76020	Community Room
Reno City Hall	195 W Reno Rd, Azle 76020	Council Room
Springtown Senior Center	1070 N Main St, Springtown 76082	Community Room
Legacy Church	3591 E Highway 199, Springtown 76082	Youth Room
Friendship Baptist Church	801 Friendship Rd, Weatherford 76085	Gym
Harberger Hill Community Center	701 Narrow St, Weatherford 76086	Large Room
Trinity Lutheran Church	1500 Ball St, Weatherford 76086	Fellowship Hall
Poolville Global Methodist Church	230 North Church, Poolville 76487	Fellowship Hall
Peaster ISD Rock Gym	8498 FM RD 920, Peaster 76088	Back Room of Gym
Whitt Fire Department	4312 N FM RD 52, Whitt 76490	Training Room
Bethesda United Methodist Church	6657 FM RD 113 N, Weatherford 76088	Johnson Hall
Calvary Baptist Church	1900 N Main St, Weatherford 76085	Fellowship Hall
Shady Grove Baptist Church	2470 W Lambert Rd, Weatherford 76088	Sunday School
Union Baptist Church	3451 Sarra Ln, Springtown 76082	Parsonage
Victory Baptist Church	1304 Fort Worth Hwy, Weatherford 76086	Youth Building
Cherry Park Community Center	300 S Alamo St, Weatherford, TX 76086	Main Room
Grace First Presbyterian Church	606 Mockingbird Ln, Weatherford 76086	Great Hall
Parker County Elections Office	801 Santa Fe Dr, Weatherford 76086	Main Room
Film Alley	825 E I-20, Weatherford 76086	Family Side Party Rm
Millsap Community Center	104 Fannin St, Millsap 76066	Building
Harmony Baptist Church	242 Harmony Rd, Weatherford 76087	Fellowship Hall
Tin Top Community Center	101 Old Tin Top Rd, Weatherford 76087	Building
Olive Branch Masonic Lodge #792	201 Grindstone Rd, Brock, 76087	
First Baptist Church-Dennis	7600 FM RD 1189, Dennis 76087	Old Fellowship Hall
Spring Creek Baptist Church	100 Spring Creek Rd, Weatherford 76087	Gym
Greenwood Fire Department	1418 Greenwood Cut-Off Rd, Weatherford 76088	Training Room
Morningstar Amenity Center	128 Heather Wind Ln, Aledo 76008	Amenity Center
Hudson Oaks Public Safety Bldg.	150 Oakridge Dr, Hudson Oaks 76087	Training Room
Cross Timbers Church - Willow Park	601 Ranch House Rd, Willow Park 76087	Welcome Center
Bear Creek Community Church	18600 Hwy 377, Cresson 76035	Building
City of Aledo Community Center	104 Robinson Ct, Aledo 76008	Large Room
Aledo ISD Admin Building	1008 Bailey Ranch Rd, Aledo 76008	Louden Room
New Faith Baptist	3303 West FM RD 5, Aledo 76008	Fellowship Hall
Lakeshore Drive Baptist Church	200 S Lakeshore Dr, Hudson Oaks 76087	Foyer

Exhibit B

EARLY VOTING SITES AND HOURS (SITIOS Y HORARIOS DE VOTACION ANTICIPADA)

Early Voting sites and hours for voting by personal appearance for GENERAL ELECTION to be held on November 3, 2026 as conducted by Parker County, Texas are as follows:

(Los lugares para la votación anticipada y el horario para la votación en persona para la ELECCION GENERAL que se llevara a cabo el 3 de noviembre de 2026, según lo llevara a cabo el condado de Parker, Texas, son los siguientes:)



Main Early Voting Site (*Sitio de votacion principal*)

Location (sitio)	Hours (horas)	
Parker County Election Building 801 Santa Fe Dr, Weatherford, 76086	Monday, October 19 - Friday, October 23	8:00 am – 5:00 pm
	Saturday, October 24	7:00 am – 7:00 pm
	Sunday, October 25	10:00 am – 4:00 pm
	Monday, October 26 - Friday, October 30	7:00 am – 7:00 pm

Branch Early Voting Sites

Location (sitio)	Hours (horas)	
Springtown Senior Center 1070 N Main St, Springtown, 76082	Monday, October 19 - Friday, October 23	8:00 am – 5:00 pm
Peaster ISD Rock Gym 8512 FM RD 920, Peaster, 76088	Saturday, October 24	7:00 am – 7:00 pm
Aledo ISD Admin Building 1008 Bailey Ranch Rd, Aledo, 76008	Sunday, October 25	10:00 am – 4:00 pm
Hudson Oaks Public Safety Building 150 N Oakridge Dr, Hudson Oaks, 76087	Monday, October 26 - Friday, October 30	7:00 am – 7:00 pm
Azle City Hall 505 W Main St, Azle, 76020		
Olive Branch Masonic Lodge #792 201 Grindstone Rd, Brock, 76087		