



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 11, 2022 at 7:00 p.m.**

Call to Order and the roll of elected and appointed officers will be taken.

Public Comments (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

- A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
 - (1) A statement of specific factual information given in response to the inquiry; or
 - (2) A recitation of existing policy in response to the inquiry.
- B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Consent Agenda

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- A. Approve City Council Meeting Minutes – Regular Meeting on December 14, 2021.

Regular Agenda Items

1. Discussion/Action: AN ORDINANCE CORRECTING ORDINANCE NUMBER 803-19 TO 803-19A WHICH ESTABLISHED A PARKS AND RECREATION ADVISORY BOARD CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD.

2. Discussion/Action: TO ADOPT AN ORDINANCE AMENDING ORDINANCE 803-19A, CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD; SECTIONS 1.05.032(a), (b) AND (c) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP TERMS OF THE PARKS AND RECREATION ADVISORY BOARD AND ADDING PLACES; AND PROVIDING AN EFFECTIVE DATE.
3. Discussion/Action: consider and appoint Parks Board Members for Place Numbers 2, 4, and 6.
4. Discussion/Action: to consider approving a contract between Parker County and the City of Willow Park for the 2022 General Election.
5. Discussion/Action: To consider and act on an ordinance to order the May 7, 2022 General Election
6. Discussion/Action: City Hall update.
7. Discussion/ Action: to consider any future agenda items.

Executive Session It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.

RECONVENE into Open Session and consider action, if any, on the item discussed in Executive Session.

Informational

- A. Mayor & Council Member Comments
- B. City Manager's Comments

Adjournment

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: January 7, 2022 at 10:30 a.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC
City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at cdozier@willowpark.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.willowpark.org



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
--	--	--

AGENDA ITEM:

AN ORDINANCE CORRECTING ORDINANCE NUMBER 803-19 TO 803-19A WHICH ESTABLISHED A PARKS AND RECREATION ADVISORY BOARD CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD.

BACKGROUND:

The Ordinance 803-19 was issued in duplication. This amended Ordinance will correct this by renumbering the 803-19 regarding the Parks Board to 803-19A.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the amended Ordinance to rename Ordinance 803-19 to 803-19A.

EXHIBITS:

Ordinance 2022 - _____

RECOMMENDED MOTION:

Approve amended Ordinance renaming the Ordinance 803-19 regarding Parks board to 803-19A.

ORDINANCE NO. 2022-_____

AN ORDINANCE CORRECTING ORDINANCE NUMBER 803-19 TO 803-19A WHICH ESTABLISHED A PARKS AND RECREATION ADVISORY BOARD CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD.

WHEREAS, Ordinance 803-19 was issued in duplication; and

WHEREAS, Ordinance 803-19A corrects this error; and

WHEREAS, the City Council desires to correct this duplication and renumber said Ordinance to 803-19A establishing a Parks and Recreation Advisory Board.

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

Ordinance Number 803-19 is changed to 803-19A.

Section 4: This Ordinance shall become effective after enactment as provided by State law.

PASSED by an affirmative vote of the City Council, this 11th, day of January, 2022.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Crystal R. Dozier TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser, City Attorney

The Willow Park City Council in acting on Ordinance 2022-_____, did on the 11th day of January, 2022, vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Tyler Van Sant, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel, Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
--	--	--

AGENDA ITEM:

AN ORDINANCE AMENDING ORDINANCE 803-19A, CHAPTER 1, GENERAL PROVISIONS; ARTICLE 1.05 BOARDS, COMMISSIONS AND COMMITTEES; DIVISION 2: PARKS AND RECREATION ADVISORY BOARD; SECTIONS 1.05.032(a), (b) AND (c) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP TERMS OF THE PARKS AND RECREATION ADVISORY BOARD AND ADDING PLACES; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND:

Ordinance 803-19A currently states that Parks Board terms begin in October and two members have a 1-year term while the other three members and Ex-officio have 2-year terms; new appointments are made in September; and the board meets on the 1st Thursday in October, January, April and July.

The proposed amended Ordinance will change Parks Board terms to begin in January; add Place Numbers and alternating 2-year terms for even and odd years; and, remove the meeting day and month to allow more scheduling flexibility.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the amended Ordinance that will change the Parks Board membership terms and add Place Numbers and remove the meeting day and month.

EXHIBITS:

Ordinance 2022 - _____

RECOMMENDED MOTION:

Approve amended Ordinance changing the Parks Board membership terms and schedule.

ORDINANCE NO. 803-19A

AN ORDINANCE AMENDING ARTICLE 1.05, SECTIONS 1.05.032 AND 1.05.034 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR CHANGES TO THE MEMBERSHIP, TERMS AND MEETINGS OF THE PARKS AND RECREATION ADVISORY BOARD; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article 1.05, Section 1.05.032 currently provides that the Parks and Recreation Advisory Board (the “Board”) consists of seven (7) citizen members, plus an ex-officio member of the City Council, from Place 5, with the initial board serving as follows: three (3) members serving one (1) year terms, four (4) members serving two (2) year terms and the ex-officio member serving a one (1) year term; and

WHEREAS, Article 1.05, Section 1.05.034 currently provides that the Parks and Recreation Advisory shall meet once per quarter; and

WHEREAS, the City Council desires to change the number of members of the Board to five (5), with the initial term of the revised board being as follows: two (2) members serving one (1) year terms, three (3) members serving two (2) year terms, and an ex-officio member of the City Council serving a two (2) year term, and change the required meetings from once a quarter to once a month.

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

Section 1: Article 1.05, Section 1.05.032(a) and (b) of the Code of Ordinances is hereby amended to change the number of members of the Board to five (5), with the initial term of the revised board being as follows: two (2) members serving one (1) year terms, three (3) members serving two (2) year terms, and an ex-officio member of the City Council serving a two (2) year term and shall read in its entirety as follows:

“Sec. 1.05.032 Membership; appointment and term of members; compensation; vacancies

(a) The park and recreation advisory board shall consist of five members. Members will be appointed by the mayor with the advice and consent of the city council. The term of each member will be 2 years except as provided in subsection (b) below. Voting members (all members except the ex-officio member) will select the chairman by majority vote to serve for a period of 1 year.

(b) For the initial term of the revised board the following members, upon consent of the city council, will serve as designated, with terms to begin October 1 of each year:

2 members - 1-year term;

3 members - 2-year term;

Councilmember, Ex-officio, 2-year term.”

Section 2: Article 1.05, Section 1.05.034 of the Code of Ordinances is hereby amended to change that the meetings shall be once a month instead of once a quarter and shall read in its entirety

as follows:

“Sec. 1.05.034 Meetings

The board shall meet once per month, unless circumstances justify that no meeting be held, at a date agreeable to the board members. It shall operate in full compliance with state laws pertaining to open meetings, conflict of interest and open records.”

Section 3: The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

Section 4: It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

Section 5: This Ordinance shall become effective after enactment as provided by State law.

PASSED, APPROVED AND ADOPTED on this the 12TH day of November, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser

The Willow Park City Council is acting on Ordinance No. 803-19, did on the 12TH day of November, 2019:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Erick Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
--	--	--

AGENDA ITEM:

DISCUSSION & ACTION: CONSIDER AND APPOINT PARKS BOARD MEMBERS FOR PLACE NUMBERS 2, 4, AND 6.

BACKGROUND:

Per amended Ordinance 803-19A, Parks Board place numbers 2, 4, and 6 are due to expire in January, 2022. Staff has received a Board Application from Corey Tucker who currently holds Place 2; Larry Johnston, who currently holds Place 4, has moved from the City and resigned; and, Marisa Williams currently holds Place 6 but has not reapplied as of the date of this memo.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends reappointment of Corey Tucker to Place 2.

EXHIBITS:

Parks Board Application of Corey Tucker

RECOMMENDED MOTION:

Approve reappointment of Corey Tucker to Parks Board - Place 2.

CITY OF WILLOW PARK
APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: COREY TUCKER
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: PARKS BOARD

Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1707 SADDLE TRAIL</u>	Business Name: <u>FNB OF GRANBURY</u>
Mailing Address: <u>SAME</u>	Occupation: <u>BANKER</u>
Telephone: <u>817-565-8373</u> Fax: _____	Address: <u>Po Box 400 GRANBURY TX 76048</u>
E-Mail: <u>CTUCK78@GMAIL.COM</u>	Telephone: <u>817-565-8373</u> Fax: _____
Willow Park Resident for <u>15</u> years County: <u>J4</u>	E-Mail: <u>CTUCK78@GMAIL.COM</u>
Voters Registration No.: _____	
Preferred method of contact: <u>PHONE</u>	

Have you served on a board in another city before? NO

Prior or current work experience: *(please include dates)*

BANKING SINCE 2001

Educational Achievement:

High School Graduate? Yes No Year Graduated/Left School? 1996

Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: TARLETON Bachelor's Master's PhD

Volunteer Work: *(please include dates)*

CENTER OF HOPE - BOARD

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? Yes No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? Yes No

If so, which one? PARKS & TIRZ

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

TO CONTINUE THE IMPLEMENTATION OF THE PARKS MASTER PLAN

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) FUNDING - CONTINUE TO WORK WITH CITY FOR FUNDING FOR FUTURE PROJECTS AND PROPER MAINTENANCE OF EXISTING PARKS.

2) LAND ACQUISITION - CONTINUE TO SEARCH FOR AND FIND LAND FOR FUTURE PARKS.

3) ADEQUATELY FUNDING AND PERFORMING MAINTENANCE OF EXISTING PROPERTY / PARK EQUIPMENT.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

NONE

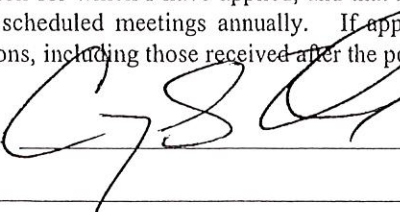
Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? Yes No

Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature



Date:

11-9-21



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Admin	Presented By: City Manager
--	-----------------------------	--------------------------------------

AGENDA ITEM: Discussion/Action: to consider approving a contract between Parker County and the City of Willow Park for the 2022 General Election

BACKGROUND:

Attached is the codified and uniform contract from the Parker County Elections Office to conduct May 7, 2022 General Election. The Parker County Elections Office has historically conducted the City of Willow Park's General Election.

Suggestion Motion; I move the Willow Park City Council pass and adopt a contract with the Parker County Elections Office to conduct the May 7, 2022 General Election

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
Source of Funding	\$	

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
RENO
SANCTUARY
SPRINGTOWN
WEATHERFORD
WILLOW PARK

Emergency Service District

No. 1

No. 3

No. 6

No. 7

No. 8

No. 9

College

WEATHERFORD COLLEGE

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 7, 2022** 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 7, 2022**.

The county owns an electronic voting system, the HART InterCivic Verity DUO Voting System (Version 2.3.1), 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 notice's 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 language Spanish. Each participating authority shall provide a copy of their respective election orders and notices to Parker County Elections Administrator.

The Elections Administrator shall prepare a submission, on behalf of all participating authorities, to the United States Department of Justice for preclearance of the joint election procedures and polling locations, pursuant to the Voting rights Act of 1965, as amended. The Elections Administrator will provide to each participating authority a photocopy of the joint submission and correspondence from the Department of Justice. (If Required)

The joint submission prepared by the Elections Administrator will NOT include submissions of information for any special elections held by the participating authorities. Participating authorities are hereby

notified and encouraged to prepare their own submissions to the United States Department of Justice for special election procedure, or any changes that are specific to their own political subdivision.

By signing this agreement each participating authority certifies that it has no unresolved preclearance or voting rights issues known to it that would preclude or delay approval by the Department of Justice for the joint election.

The Elections Administrator will file an amended submission to the United States Department of Justice in the event that any polling location is changed after the original submission is filed, including changes resulting from the withdrawal of one or more participating authorities pursuant to Section XII of this contract.

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 election Code Section 43.034 and the Americans with Disabilities act (ADA). The proposed EARLY VOITNG polling locations are listed in Attachment 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 Attachment A.

If polling locations for the **MAY 7, 2022** 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 **MAY 5, 2022** 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 affect for the **MAY 7, 2022**. 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 contain more than 5% Hispanic populations as determined by the 2010 Census shall have one or more election official who is 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 form the Elections Administrator notifying him 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 \$15.00 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 jurisdiction 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 jurisdiction 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 election.

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 election Code.

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

IV: EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Election 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 Attachment "A" of this document and shall be the Early Voting site to be used in the Parker County GENERAL/SPECIAL ELECTION to be held on **MAY 7, 2022**. 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 Chapter 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 Section 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:	Gina Osborn
Central Count Assistants:	Lori Williams
	Debbie Braudaway
	Juliana Hasenjaeger

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 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 manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

IX: PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE PARKER COUNTY

All Elections 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 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. (If necessary)

Each participating authority agrees to order any run-off election(s) at or before its meeting for canvassing the votes from the **MAY 1, 2021** 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.

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 authorities voters.

Each participating authority agrees to pay the Parker County Elections Administrator as 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.

XII: 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 participating 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 street index along with the ranges for the **MAY 7, 2022** by **FEBRUARY 18, 2022**.
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 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 and 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 unenforceable 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 authorities obligation under the terms of this agreement shall be calculated after the **MAY 7, 2022** election (or run-off election, if applicable), and the authority shall pay to the Elections Administrator the balance due within 30 days after the 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 shall be as follows:

DEPOSIT ESTIMATE BREAKDOWN, PLEASE SEE ATTACHED

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 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 SPRINGTOWN
TITLE: _____

CITY OF WEATHERFORD
TITLE: _____

CITY OF WILLOW PARK
TITLE: _____

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: _____

2. It has on the 4th day of **December, 2020** 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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Admin	Presented By: City Manager
--	-----------------------------	--------------------------------------

AGENDA ITEM: Discussion/Action: To consider and act on an ordinance to order the May 7, 2022 General Election

BACKGROUND:

Per Texas Election Code

Sec. 3.001 ORDER REQUIRED

Sec. 3.004 ELECTION REQUIRED

First Day to file an application for place on the ballot:	January 19, 2022
Last Day to file an application for place on the ballot:	February 18, 2022
Drawing for position on ballot (if needed)	February 23 – 25, 2022
First Day to early vote in person:	April 25, 2022
Last Day to early vote in person:	May 3, 2022
Election Day:	May 7, 2022
Canvass of election:	May 10, 2022

<https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2022>

Suggestion Motion; I move the Willow Park City Council pass and adopt an ordinance to order the May 7, 2022 General Election

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

CITY OF WILLOWPARK

ORDINANCE NO. _____

AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 7, 2021 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR 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 7, 2022 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 7, 2022.

SECTION 3. PURPOSE OF ELECTION

The purpose of the election is to provide for the general election of city officers, specifically: Council Members Place No. 3, Place No. 4, and Place No. 5. The term for Council Member Place No. 3, Council Member Place 4, and Councilmember Place No. 5 are for a term of two years, ending May 2024.

SECTION 4. POLLING PLACE

The City of Willow Park polling place for the May 7, 2022 election day shall be the Willow Park City Hall, 516 Ranch House Road, 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 as 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 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 25, 2022 and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. until May 3, 2022 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 TEX. 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 26, 2022.

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 any and all actions necessary to comply with the provisions with the TEX. ELECTION CODE in carrying out and conducting the election whether or not 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 March 1, 2021 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 11th day of January 2022.

Doyle Moss, Mayor

ATTEST:

Crystal Dozier, City Secretary

The Willow Park City Council is acting on Ordinance No. 806-20, did on the 11TH day of January 2022 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Tyler VanSant, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 11, 2022	Department: Admin	Presented By: City Manager
--	-----------------------------	--------------------------------------

AGENDA ITEM: Discussion/Action: City Hall Update

BACKGROUND:

Per the request of Councilman Crummel and Runnebaum, Staff will provide an update on various options for City Hall, including a reconfiguring of the existing facility to maximize space and a discussion of alternative options for holding Council meetings and other Board / Commission meetings.

Additionally, there will be a discussion on potential sites for a new facility as an alternative to the existing facility. The site discussion will be conducted in Executive Session per state statute that allows the Council to deliberate on real estate transactions.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$