



## **CITY COUNCIL MEETING JUNE 10, 2025 AGENDA**

**City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087**

**Tuesday, June 10, 2025 at 6:00 PM**

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### **CALL TO ORDER AND DETERMINATION OF QUORUM**

**PLEDGE OF ALLEGIANCE AND INVOCATION- Pastor Shamoir Griffin of Cross Timbers Baptist Church will give the Invocation.**

### **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.

### **REGULAR AGENDA ITEMS**

- 1. Approval of Regular City Council Meeting Minutes: May 13, 2025**
- 2. Discussion / Action: Home Rule vs. General Law; Process of City of Willow Park becoming Home Rule including appointing a Charter Committee.**
- 3. Discussion/Action: Creating a Citizen Financial Oversight Committee**
- 4. Discussion/Action: Approving Resolution 2025-09 Designating an Officer or Employee of the City to Calculate the No-New Revenue Tax Rate and Voter Approval Tax Rate for the City of Willow Park as required by Texas Tax Code Section 26.04**
- 5. Discussion/Action: Budget Calendar for FY 2025-2026 Annual Budget**

- 6. Discussion/Action: to Authorize Consultants Hub International to seek competitive proposals for Health/Dental/Vision/Life and Short Term Disability Benefits for city employees.**

**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.*

- 7. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates**
- 8. Section 551.074; Personnel Matters; City Manager Mid Year Review**

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

### **INFORMATIONAL COMMENTS**

9. Mayor & City Council Comments
10. City Manager Comments

### **ADJOURNMENT**

*As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.*

*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, Deana McMullen, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: June 06, 2025, at 05:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Deana McMullen  
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 [dmcmullen@willowpark.org](mailto:dmcmullen@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 <http://www.willowparktx.gov/>



## CITY COUNCIL MEETING MAY 13 2025 MINUTES

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, May 13, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Doyle Moss called the meeting to order at 6:00 pm. Mayor Moss asked if a quorum was present. City Secretary Deana McMullen confirmed a quorum was present for this meeting.

### PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Clark Boshier of Willow Park Baptist Church was present do the Invocation. The Pledge of Allegiance was given by all present.

### PUBLIC COMMENTS (Limited to three minutes per person)

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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.

Mr. Ron Miller of 708 Queens Way was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park.

Ms. Mary Robb of 207 Fairway Drive was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park. She also presented him with a gift.

### REGULAR AGENDA ITEMS

#### 1. Approval of Regular City Council Meeting Minutes: April 22, 2025

Motion was made to approve the regular City Council Meeting Minutes from April 22, 2025 as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

## **2. Discussion/Action: to approve 2nd Quarter Financial Report**

CPA Jake Webber presented the 2nd Quarter Financial Report to the Council. He stated that we are half way through the year and the City is where it should be at regarding revenues and expenditures. He gave detail information to the Mayor and Council.

Motion was made to approve the 2nd Quarter Financial Report as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

## **3. Canvass Votes from May 3, 2025, General Election and approve Resolution 2025-04**

Alternate Mayor Pro Tem Nate Crummel was the presiding officer for the Canvassing of the Votes from the May 3, 2025 General Election.

City Secretary Deana McMullen presented the Official Election results and asked for approval of Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.

Motion was made to approve Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.  
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

## **4. Mayor Doyle Moss Farewell Comments**

Outgoing Mayor Doyle Moss gave a farewell speech thanking his fellow council members and staff and highlighting the infrastructure work done in his time as mayor, particularly related to the wastewater treatment facility plans stating that a new wastewater plant would be opening in September of this year.

"With the projects we have done in the past few years, together, we have made Willow Park a better place for our citizens and our neighboring communities," Moss said. "My hope is you will continue the work you were elected to do. It has been my honor and privilege to serve with you. Thank you for letting me serve as your Mayor- it has been my honor. May God Bless our City and Everyone in it."

## **5. Administer Oath of Office to Newly Elected Officials**

City Secretary Deana McMullen administered the Oath of Office to Mayor Elect Teresa Palmer, City Councilmember Place 1 Elect, Eric Contreras and City Councilmember Place 2 Elect, Chawn Gilliland.

## **6. Mayor Teresa Palmer Acceptance Comments**

New Mayor Teresa Palmer spoke about her commitment to the people of Willow Park and how she would prioritize transparency regarding the goings on in City Hall.

“We work for the people,” Teresa Palmer said. “Every decision and every dollar must reflect our accountability to the taxpayers who employ us.”

Palmer also introduced a proposal to the board to begin the process to change the government system of Willow Park from a Type A general law city to a home rule class city. This designation means the governing system is defined by its own municipal charter document rather than which the citizens vote on. Palmer also called for a charter commission with residents from Willow Park to be formed. “Willow Park is operating under an outdated government concept, one that no longer reflects the size, complexity, and aspirations of our growing city,” she said. The City surpassed 5,000 residential threshold for Home Rule in 2015. We are on track to reach 9,000 residents this year. The time has come to have a serious deliberate conversation about the future.

## **7. Discussion and Action- Appointment of Mayor Pro Tem**

Motion was made to appoint Lea Young as the Mayor Pro Tem for a one year term.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

## **8. Discussion and Action - Appointment of Alternate Mayor Pro Tem**

Motion was made to appoint Eric Contreras as Alternate Mayor Pro Tem for a one year term.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

## **9. Discussion and action approving Resolution 2025-07 updating signatories for City bank accounts.**

Motion was made to approve Resolution 2025-07 removing Doyle Moss and Bill Funderburk as authorized signatories on all city bank accounts held with financial institutions and that the following names will be the authorized signatories on all city accounts held with financial institutions: Teresa Palmer, Lea Young, Bryan Grimes, Andrea Saylor, and Michelle Guelker. City Manager Bryan Grimes asked City Attorney if it would be allowed to add a 3rd Councilmember to the list in the event

others are out of town. City Attorney said yes it would be a good idea. The motion was amended to also include Eric Contreras to the list.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

**10. Discussion and Action to Approve Resolution 2025-08 updating signatories for the Police Seizure Fund.**

Motion was made to approve Resolution 2025-08 to remove Candace Scott, Daniel Franklin, and Garry Garrett from the authorized signatories for the Police Seizure Fund (State) and the First Responder Fund Police at First Financial Bank and that the following names will be the authorized signatories for those respective accounts: Andrea Saylor, Ray Lacy and Brian Roberts.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

**11. Discussion and Action to Approve Resolution No. 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.**

Motion was made to approve Resolution 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

**12. Discussion and Action to Approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.**

Motion was made to approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

**13. Discussion and Action: Approve appointments for 2025 Parks Board.**

Parks Director Mandy McCarley advised the Council of an alternate position on the Parks Board and stated that Cindi Neverdousky would like to serve on this board.

Motion was made to appoint Cindi Neverdousky to the alternate position on the Parks Board.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

**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.*

Mayor Teresa Palmer adjourned the regular meeting of the City Council at 6:53 pm into Executive Session to discuss Section 551.071; Consultation with City Attorney; City of Willow Park vs. Halff and Associates.

**14. Section 551.071; Consultation with Attorney; City of Willow Park v. Halff & Associates**

**Mayor Teresa Palmer adjourned the regular session of the City Council at 6:33 for Executive Session per Section 551.071; Consultation with Attorney; City of Willow Park vs Halff & Associates.**

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

**Mayor Teresa Palmer called the regular meeting of the City Council back to order at 7:25 p.m.**

**No action was taken on any items discussed in Executive Session.**

**INFORMATIONAL COMMENTS**

**15. Mayor and City Council Comments**

Mayor Palmer stated that she was excited about meeting all the City employees, everyone. Especially the ones that put the cement in the holes. And have spoken to Chief Lacy and look forward to meeting all of the Police Officers as well.

Eric Contreras - Thanked everyone for turning out to vote on May 3, 2025. He also thanked everyone who turned out for the meeting tonight saying it was much appreciated. Eric stated that since we are approaching the middle of the year, we need to do the mid-year review of the City Manager so that would need to be on the next Council meeting Agenda. Eric asked if we could also have an update on the Waste Water Treatment Plant project to make sure we are on track with that. Eric congratulated Mayor Palmer on her win and stated he looked forward to working with her and continue to move forward.

Mayor Palmer announced that more than likely the May 27th Council meeting would be cancelled due to the Holiday. The announcement will be made later.

Chawn Gilliland - Thank you to Mayor Doyle Moss, I enjoyed serving with him. I think he did a fantastic job for the City of Willow Park. Welcome to Mayor Palmer- look forward to working with you and moving forward.

**16. City Manager Comments**

City Manager Bryan Grimes - Welcome Mayor Palmer. This is the easiest job, but Congratulations. I look forward to working with you and hearing your ideas. We will be closed on Memorial day. We will have three employees out for a TML Small Town Seminar so will be short staffed the rest of this week. I will be out the 29th and 30th at my study club. We will be starting the Budget Process. We received the tax roll information and we have some work to do.

**ADJOURNMENT**

*As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.*

With no further items to discuss or consider Mayor Teresa Palmer called for a vote to adjourn the regular meeting of the Willow Park City Council.

Motion was made to adjourn the meeting at 7:26 pm.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Crummel

\_\_\_\_\_/s/\_\_\_\_\_

City Secretary

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**THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:**

\_\_\_\_\_

Mayor

Date

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City Secretary



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> June 10, 2025	<b>Department:</b> Admin	<b>Presented By:</b> City Manager
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**AGENDA ITEM: Home Rule Discussion / Action**

**BACKGROUND:** City Attorney Pat Chesser and Mayor Palmer will lead a discussion on Home Rule Communities vs. General Law Cities and will take questions from the Council and citizens.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> June 10, 2025	<b>Department:</b> Admin	<b>Presented By:</b> City Manager
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**AGENDA ITEM: Citizen Financial Oversight Committee**

**BACKGROUND: Mayor Palmer will lead a discussion about creating a Citizen Financial Oversight Committee.**

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> June 10, 2025	<b>Department:</b> Administration	<b>Presented By:</b> Bryan Grimes, City Manager
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## AGENDA ITEM

**Discussion & Action: Approving resolution to designate the Designated Officer or Employee for Truth & Taxation.**

### BACKGROUND:

Providing the name, phone number, and email address of our designated officer or employee (DOE) who will prepare all Truth in Taxation (TNT) calculation forms in accordance with the rules and regulations of the Texas Property Tax Code and laws of Texas. This designee is responsible for calculating the no-new-revenue tax rate, voter-approved tax rate, and de minimis rate (if applicable).

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommend approval of resolution for DOE, as stated.

### EXHIBITS:

- Resolution
- DOE Form

### RECOMMENDED MOTION:

Motion Approving Resolution to designate the Designated Officer or Employee for Truth in Taxation.

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	
	<b>Source of Funding</b>	



**RESOLUTION NO 2025-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, DESIGNATING AN OFFICER OR EMPLOYEE OF THE CITY OF WILLOW PARK, TEXAS, TO CALCULATE THE NO-NEW REVENUE TAX RATE AND VOTER-APPROVAL TAX RATE FOR THE CITY OF WILLOW PARK AS REQUIRED BY TEXAS TAX CODE 26.04.**

**WHEREAS**, the Texas Tax Code 26.04 (c) requires that the City Council of the City of Willow Park, Texas, designate an officer or employee to calculate the No New Revenue tax rate and the Voter-Approval tax rate for the City; and

**WHEREAS**, the Texas Tax Code 26.04 requires the Chief Appraiser to prepare and submit the appraisal roll, listing the property taxable by the taxing unit, to each respective taxing unit by July 25<sup>th</sup> each year; and

**WHEREAS**, the Texas Tax Code 26.04 (e) requires the calculation and publication of the No-New Revenue tax rate and the Voter-Approval tax rate and further requires these tax rates be so submitted to the governing body by August 7<sup>th</sup> or as soon thereafter as practicable.

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

**THAT**, the City Council of the City of Willow Park, hereby appoints the City Manager as the designated official for the purpose of calculating the no-new-revenue tax rate, the voter-approval tax rate, de minimis tax rate, and other truth-in-taxation requirements for the City pursuant to Section 26.04 of the Texas Property Tax Code, as amended.

**BE IT FURTHER RESOLVED THAT** the provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the City of Willow Park.

The provisions of this resolution shall become effective immediately upon final passage and approved by the City Council.

**PASSED AND APPROVED** this on the 10<sup>th</sup> day of June 2025.

\_\_\_\_\_  
TERESA PALMER, MAYOR

ATTEST:

\_\_\_\_\_  
Deana McMullen, City Secretary

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
William P. Chesser, City Attorney

The Willow Park City Council, acting on Resolution 2025-29, did on the 10<sup>th</sup> day of June, 2025 vote as follows:

	FOR	AGAINST	ABSTAIN
Teresa Palmer – Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel, Place 5	_____	_____	_____



**1108 SANTA FE DRIVE**

**WEATHERFORD, TEXAS 76086**

**TELEPHONE: 817-596-0077**

**[TNT@parkercad.org](mailto:TNT@parkercad.org)**

**Please complete and return to [tnt@parkercad.org](mailto:tnt@parkercad.org) no later than June 1, 2025.**

**Designated Officer / Employee (DOE)**

Please provide the name, phone number, and email address of your designated officer or employee (DOE) who will prepare all Truth in Taxation (TNT) calculation forms in accordance with the rules and regulations of the Texas Property Tax Code and laws of Texas.

<b>TAXING UNIT NAME</b>	<b>CITY OF WILLOW PARK</b>
<b>DOE FIRST AND LAST NAME</b>	<b>BRYAN GRIMES</b>
<b>DOE PHONE NUMBER</b>	<b>817-441-7108 X 109</b>
<b>DOE EMAIL ADDRESS</b>	<b>bgrimes@willowpark.org</b>

The governing body is responsible for designating by resolution, order, or ordinance, an officer or employee to calculate the no-new-revenue tax rate, voter-approval tax rate, and de minimis rate (if applicable).

Tax Code Sec. 26.04. SUBMISSION OF ROLL TO GOVERNING BODY; NO-NEW-REVENUE AND VOTER-APPROVAL TAX RATES.  
(c) After the assessor for the taxing unit submits the appraisal roll for the taxing unit to the governing body of the taxing unit as required by Subsection (b), an officer or employee designated by the governing body shall calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit.

**The Taxing Unit DOE will be responsible for the following:**

1. Calculating the No-New-Revenue Rate, Voter-Approval Rate, and De Minimis Rate (if applicable), using the below taxing unit information:
  - a. Debt service for upcoming year.
  - b. Payments made into any Tax Increment Fund (TIF) last year, if applicable.
  - c. Sales Tax for Property Tax Relief spent on M&O expenses last year, if applicable.
  - d. Sales Tax For Property Tax Relief allocated to the taxing unit for the last four quarters, if applicable.
2. Producing, Posting, and Publishing TNT Notices, including:
  - a. [50-212, Notice of Tax Rate](#) which includes a table with Unencumbered Fund Balances and Schedule of Debt Obligations (not required for a small taxing unit which defined by a proposed rate 50 cents or less that will impose \$500,000 or less, school districts, nor water districts)

- b. Hearing/Meeting notice.
  - c. Estimate of Taxes on website – *PCAD will provide information.*
  - d. Taxing unit website requirements, see Comptroller’s [Database/Website Requirements](#)
3. Provide to PCAD for publication on the county TNT transparency website (<https://parkercounty.truthintax.com/>):
- a. Final signed Tax Rate Calculation Worksheet as prescribed by law.
  - b. Website URL of the Taxing Unit.
  - c. Public Email address of the Taxing Unit.
4. Provide to PCAD the 2024 adopted Tax Rate and the resolution, order, or ordinance with the M&O rate and Debt rate stated separately.

**PCAD will provide the following:**

- 1. Certified Value Totals, Values related to District Court Cases, including Average Home Values, Property Under Protest, Value of New Construction, Lost Property, Annexation/Disannexation, Captured Appraised Value in TIF zones, Tax Ceilings, etc.
- 2. Certified Anticipated Collection Rate and prior year actual collection rate.
- 3. Excess Debt Tax Collections for Prior Year.
- 4. Tax Collection Refund Reports.
- 5. Assistance with Tax Rate Calculation and Notices ([tnt@parkercad.org](mailto:tnt@parkercad.org)).

**Additional Useful Links:**

Comptroller TNT Webpage: <https://comptroller.texas.gov/taxes/property-tax/truth-in-taxation/>  
 TNT Basics: <https://comptroller.texas.gov/taxes/property-tax/docs/98-1080.pdf>  
 Public Hearing Notices Flyer: <https://comptroller.texas.gov/taxes/property-tax/docs/98-1082.pdf>

**List additional Taxing Unit Contacts involved in TNT process (optional):**

First & Last Name	Title/Position	Phone Number	Email Address
Andrea Saylor	Chief Finance Officer	817-441-7108 x107	asaylor@willowpark.org

Form Completed by:

Date:

Item 4.

**BRYAN GRIMES**

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**06/10/2025**

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# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>	<b>Department:</b> Admin	<b>Presented By:</b> City Manager
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**AGENDA ITEM: Discuss and take action: Budget Calendar**

**BACKGROUND:** Attached is the proposed budget calendar adoption of the FY 2025 – 2026 Budget.

**Two important dates to keep in mind:**

- 1. We will adopt the budget on September 9, 2025**
- 2. We will hold a Budget & Tax Rate Public Hearing on August 26, 2025.**

We will need 4/5 of the City Council members present to vote. The Mayor does not constitute a quorum to meet this requirement. If there is a conflict on these dates, please let me know as soon as possible so we can change / move the dates.

**Suggested Motion: I move to adopt the FY 2025 - 2026 Budget Calendar as discussed.**

\_\_\_\_\_  
**STAFF/BOARD/COMMISSION RECOMMENDATION:**

\_\_\_\_\_  
**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$

**DRAFT**

**CITY OF WILLOW PARK BUDGET CALENDAR  
FISCAL YEAR 2025 - 2026**

**JUNE 24--OR-- JULY 8:** City Council Budget Workshop on all Enterprise Funds

**JULY 8—OR—JULY 22:** City Council Budget Workshop on General Fund & I/S

**ON OR BEFORE JULY 25: FILE PROPOSED BUDGET WITH CITY SECRETARY**

*The proposed budget must contain a special cover page if the budget will raise more total property taxes than the previous year. The City Secretary must post the proposed budget on the City's website. Additionally, the proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Gov't Code Section 305.002 (See Tex. Loc. Gov't Code Section 140.0045).*

**JULY 25: CAD DEADLINE TO PROVIDED CERTIFIED APPRAISAL TAX ROLL**

*This is an important date because it will give staff information from the CAD (Comptroller) to determine the M/O and I/S Tax Rates.*

**AUGUST 26:** DISCUSSION OF TAX RATE; COUNCIL HOLDS A RECORD VOTE ON APPROVING PROPOSED TAX RATE; SET DATE TO CONDUCT PUBLIC HEARING ON BUDGET AND TAX RATE FOR SEPTEMBER 9, 2025

**AUGUST 29:** PUBLISH NOTICE OF BUDGET PUBLIC HEARING IN COMMUNITY NEWS FOR PUBLIC HEARING ON SEPTEMBER 9; PUBLISH NOTICE OF PUBLIC HEARING ON TAX RATE IN THE COMMUNITY NEWS

*The notice of budget public hearing may not be published earlier than the 30<sup>th</sup> day before the public hearing and not later than the 10<sup>th</sup> day before the budget hearing. The budget hearing notice must contain specific information about property tax increases per Tex. Loc. Gov't Code Section 102.0065(d).*

*Post notice that the tax rate that will exceed the no-new-revenue rate continuously on the City's website and publish in newspaper. The notice must be posted continuously on the City's website for at least 7 days immediately before the public hearing on the proposed tax rate increase and the vote on the proposed tax rate. (Tax Code Section 26.065). The notice must contain the content required in Tax Code Sections 26.06(b-1), (b-2), and (b-3). The notice of tax rate hearing if the proposed tax rate will exceed the no-new-revenue rate, must be published at least 5 days before the public hearing on the tax rate.*

**SEPTEMBER 9:** COUNCIL WILL CONDUCT PUBLIC HEARING ON BUDGET; FOLLOWING THE PUBLIC HEARING THE CITY COUNCIL VOTES TO ADOPT BUDGET; COUNCIL WILL CONDUCT PUBLIC HEARING ON TAX RATE; FOLLOWING THE PUBLIC HEARING, COUNCIL VOTES TO ADOPT TAX RATE

*The City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. The budget must contain a special cover page in accordance with the requirements of LGC Section 102.007(d). The adopted budget, including the cover page, must be posted on the City's website, along with an appendix that sets out the tax rate calculation forms used by the designated officer or employee to calculate the City's no new revenue tax rate and the voter approval tax rate.*



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> June 10, 2025	<b>Department:</b> Administration	<b>Presented By:</b> Bryan Grimes
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## AGENDA ITEM

Discussion/Action: Authorize Consultants HUB International to seek competitive proposals for Employee Health/Dental/Vision/Life and Short-Term Disability Benefits for the new fiscal year.

## BACKGROUND:

On June 27, 2023, the City Council approved a Consulting Services Agreement with HUB International to provide professional insurance consulting services to the City by developing proposal specifications to solicit sealed proposals for the City Employee Benefit Program; solicit proposals for the City Employee Benefit Program; and analyzing proposals received for the City Employee Benefit Program.

The term of the contract was for one (1) year and continuing in force until the first Anniversary of the effective date and auto renewing for successive one (1) year terms until terminated by either party.

It is time to solicit for bids for the City Employee Benefit Program in order to prepare for the upcoming FY 2025-2026 Budget.

## STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends: Authorize Consultants with HUB International to seek competitive proposals for Employee health/dental/vision/life and short-term disability benefits for the new fiscal year.

## EXHIBITS:

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	
	<b>Source of Funding</b>	

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