



CITY COUNCIL MEETING - SEPTEMBER 9, 2025 AGENDA

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

Tuesday, September 09, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

PLEDGE OF ALLEGIANCE AND INVOCATION

PUBLIC COMMENTS (Limited to five minutes per person)

To address the City Council, residents must complete a speaker form and turn it in to the City Secretary at least five (5) minutes before the start of the meeting. The Rules of Procedure state that all comments are to be limited to five (5) minutes for each speaker provided that there are no more than ten (10) speakers. If there are more than ten (10) speakers, the Mayor and/or the City Council may reduce the applicable time limits to speak to three (3) minutes. Pursuant to the Texas Open Meetings Act, the Council is not permitted to take action or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item, (2) make a statement concerning the policy regarding the item; (3) propose the item be placed on a future agenda (Tex. Govt. Code 551.042). Each speaker shall approach the podium or designated speaker location and state his/her name and address before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers may only address the City Council and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery, but only from the podium or designated speaker location.

CONSENT AGENDA

These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.

- [1.](#) **City Council meeting minutes for July 8, 2025.**
- [2.](#) **City Council Special meeting minutes for July 15, 2025.**
- [3.](#) **City Council Special meeting minutes for July 28, 2025.**

REGULAR AGENDA ITEMS

- [4.](#) **Discussion & Action: to consider approval of Engagement Letter for City Attorney Services with Messer Fort; and discussion of permanent vs. temporary; procurement/process and authorization for Request for Qualifications**

procedure. (Council Member Chawn Gilliland; Mayor Pro Tem Nathan Crummel)(Mayor Teresa Palmer)

- 5. Discussion & Action: to accept the resignation of Council Member Greg Runnebaum, Place 3.** (Mayor Pro Tem Nathan Crummel; Council Member Scott Smith)
- 6. Discussion & Action: to discuss, consider, and act on to setting the date, time, and place for a public hearing on the tax rate and proposed budget for the period beginning October 1, 2025 thru September 30, 2026.** (City Manager Bryan Grimes)

In accordance with Section 551.043 of the Texas Local Government Code, the City of Willow Park provides the following Taxpayer Impact Statement for the upcoming fiscal year budget: For the median-valued homestead property a comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:

Taxpayer Impact Statement

Property Tax Due on Median Valued Homestead

2024 Rate vs. 2025 Proposed Rate vs. 2025 No New Revenue Rate

	Rate per \$100 of Median Valued		Tax Due
	Value	Homestead Property	
2024 Adopted Tax Rate	\$0.432546	\$357,677	\$1,547.11
2025 Proposed Tax Rate	\$0.421646	\$380,310	\$1,603.56
2025 No New Revenue Rate	\$0.424084	\$380,310	\$1,612.83

- 7. Discussion & Action: to discuss, consider and act on approving a proposed ad valorem tax rate for the period beginning October 1, 2025 thru September 30, 2026 and Setting the Public Hearing date and time.** (City Manager Bryan Grimes)
- 8. Discussion & Action: Each City Council Member and Mayor Palmer will choose 1 candidate from the list to Interview for the Vacancy of City Council Place 3; and City Council to appoint and fill City Council Member, Place 3 vacancy; and administer Oath by Mayor Palmer.** (Mayor Pro Tem Nathan Crummel; Council Member Scott Smith)(Mayor Teresa Palmer)

- 9. Discussion & Action: to consider the appointment of Deputy City Secretary and/or the possible engagement of a search firm, such as Strategic Government Resources (SGR), for interim city secretary services. (Mayor Pro Tem Nathan Crummel; City Manager Bryan Grimes)(Mayor Teresa Palmer)**
- 10. Discussion: Texas Legislative update and its impact on Open Meetings Act. (City Manager Bryan Grimes)**
- 11. Discussion/Action to review the practice of having "sponsorships" for agenda items. (Councilmember Eric Contreras)**
- 12. Discussion & Action: to approve an interlocal agreement with Parker County for jail services. (WPPD Chief Ray Lacy; Lt. Quincy Hamilton)**
- 13. Discussion: Home Rule Charter Commission Report to the Mayor and City Council. (Mayor Teresa Palmer)**

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.*

- 14. Section 551.071, Consultation with Attorney; Section 551.074, Personnel Matters - City Manager; Employment Agreement; Severance Agreement.**
- 15. Section 551. 071, Consultation with City Attorney; Section 551.087, Economic Development Negotiations, Dean Ranch Development.**
- 16. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development (Demand Letter from City of Fort Worth and City of Aledo).**
- 17. Section 551.074, Personnel Matters – Deliberate the appointment of Planning & Zoning Commission members.**

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

- 18. Discussion & Action: on the possible engagement of a search firm, such as Strategic Government Resources (SGR), for interim city manager services. (Mayor Teresa Palmer)**

INFORMATIONAL

City Manager Comments

City Council Comments

Mayor Comments

ADJOURN

As authorized by Texas Government Code, §551.127, 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, 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 was posted on the city website, and said Notice was posted on the following date and time: September 3, 2025 at/by 6:00 p.m. and remained so posted continuously for at least three (3) business days before said meeting is to convene.

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. 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 JULY 8, 2025 MINUTES

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

Tuesday, July 08, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Meeting called to order by Mayor Palmer at 6:00 p.m.

Quorum confirmed.

PRESENT

Mayor Teresa Palmer
 Councilmember Eric Contreras
 Councilmember Chawn Gilliland
 Councilmember Greg Runnebaum
 Councilmember Lea Young
 Councilmember Nathan Crummel

City Manager Bryan Grimes

City Attorney Pat Chesser

PLEDGE OF ALLEGIANCE AND INVOCATION - Pastor Clark Bosher of Willow Park Baptist Church will give the Invocation.

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

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 inquiries 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.

1. Janice Kerr - Speeding
2. Howard Heisch - Personal Driveway
3. Albert Loci - Item 4 - Pavement Study
4. Gene Martin - Item 8 - Home Rule

REGULAR AGENDA ITEMS

1. Approval of Regular City Council Meeting Minutes: June 24, 2025

Motion was made to approve the minutes from the June 24, 2025 Regular meeting as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

2. Discussion/Action: to consider approval of time limit change for public comments from three (3) minutes to five (5) minutes

Clarification: Gilliland - 5 minutes for less than 5 speakers; 5 or more speakers, reduce to 3 minutes.

Councilmember Nathan Crummel agreed to not show favoritism to topic or speaker and Mayor Palmer should have the option of granting additional time for speakers.

Councilmember Chawn Gilliland stated he is keeping his motion. Councilmember Greg Runnebaum seconded the motion. Votes in Favor (Yay) Councilmember Chawn Gilliland and Councilmember Greg Runnebaum. Voting Against (Nay) Councilmember Lea Young, Councilmember Eric Contreras and Councilmember Nathan Crummel. Motion failed.

Councilmember Eric Contreras amended the motion to read if there are **10 speakers or more time would reduce to 3 minutes for each speaker**; Councilmember Lea Young seconded the amended motion. Voting in favor (Yay) - Councilmember Eric Contreras, Councilmember Nathan Crummel, and Councilmember Lea Young. 2nd; Voting Against the motion (Nay) Councilmember Chawn Gilliland and Councilmember Greg Runnebaum

Motion carried

3. Discussion: Presentation regarding master planned residential community of Clearion

Bryson Adams of Brothers In Christ Properties, LLC and Bryan Holland of Skorburg Company presented, "Clearion" to the City Council.

Public questions to be collected by Staff.

There was no formal action on this item by the City Council at this meeting.

4. Discussion: Pavement Index Study

City Engineer Gretchen Vazquez presented the Pavement Index Study, with Public Works Director Chase McBride, to the City Council. Will return on 7/22 to revisit.

Public Comment: Albert Locie - 329 Fairway Dr.

There was no formal action on this item by the City Council

5. Discussion: Budget Work session to discuss General Fund for the 2025-2026 Fund Year

Jake Weber, City CPA, and ACM Michelle Guelker presented portions of the General Fund for the Budget Work Session for Fiscal Year 2025-2026.

No formal action was taken on this item.

6. Discussion/Action: for Approval of Replacement Vehicles for Police Department

Chief Ray Lacy presented to the City Council.

Chief Lacy stated that the Police Department is scheduled to replace several vehicles and equipment in the vehicle lease program. Chief Lacy is asking the Council to consider approval to move forward with the 2025 police vehicles that are available. The total cost for everything is \$208,305 that is included in the proposed budget that was just discussed in the work session.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

Mayor Teresa Palmer called for a short meeting Break at 7:41 p.m.

Mayor Teresa Palmer reconvened the regular city council meeting at 7:46 p.m.

7. Discussion/Action: for Approval of Two (2) Replacement Vehicles for Fire Marshals' Office

Fire Marshal Charlie Schneider presented to the City Council. The Fire Marshal's office currently has two vehicles allocated to the department. The vehicles were acquired through an Enterprise Lease agreement that is expiring in February 2026. The department is requesting approval to replace the vehicles now due to timeline concerns with the current lease ending, vehicle availability and the up-fit time. Staff is requesting the approval to purchase two replacement vehicles through American National Leasing Company for the Fire Marshal's office for a cost of \$37,286.26.

Motion made by Councilmember Gilliland, Seconded by Councilmember Crummel.

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

8. The City Council may consider, discuss and or act on approving the next steps of the City of Willow Park becoming a Home Rule City

Mayor Teresa Palmer said we would be skipping this item as we have changed the time frame that applications to serve on the Home Rule Charter Committee to be due on August 1, 2025 and review would come on August 122, 2025.

Public Comment: Gene Martin

There was no action on this item.

REPORTS

Under this item Mayor Pro Tem Lea Young stated that since the department reports have been in the packet that the Council had a chance to look at them and if there are no questions on any of the reports can we just move on rather than having each department give a verbal report. It was also asked if anyone in the audience had any questions.

Marcy Galle - had a question.

No Councilmembers had a question.

No action was taken on any of the Staff Report items.

- 9. 2024-2025 Mid-Year Staff Report - Public Works**
- 10. 2024-2025 Mid-Year Staff Report - Engineering Project Update**
- 11. 2024-2025 Mid-Year Staff Report - Development Department**
- 12. 2024-2025 Mid-Year Staff Report - Parks Department**
- 13. 2024-2025 Mid-Year Staff Report - Communications Department**
- 14. 2024-2025 Mid-Year Staff Report - Fire Marshal's Office**
- 15. 2024-2025 Mid-Year Staff Report - Police Department**
- 16. 2024-2025 Mid-Year Staff Report - Municipal Court**

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.*

Council convened to Executive Session at 7:58 p.m.

17. **Section 551.071, Consultation with Attorney; City of Willow Park v. Halff & Associates**
18. **Section 551. 071, Consultation with City Attorney; Section 551.987, Economic Development Negotiations, Clearion Development.**
19. **Section 551. 071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, Dean Ranch Development**
20. **Section 551.074, Consultation with City Attorney; Section 551.076, Deliberation Regarding Security Devises or Security Audits; "City Hall Safety & Security"**
21. **Section 551.071, Consultation with Attorney; Section 551.074, Personnel Matters - City Manager**

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

City Council reconvened to open session at 10:00 p.m.

Action Item: Motion to approve Security system and items discussed - not to exceed \$10K

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

INFORMATIONAL COMMENTS

22. Mayor & City Council Comments

Mayor comments prior to Executive Session.

I have been out on the streets and in neighborhoods. I have done ride along with the Police Dept. Have attended the Active Shooter Certification with Police Dept. Michelle has taken me for a ride around town to show me all of the water resources. I will be meeting with the new Director of Texas Health next week. And will be going around town with Bryson and Stacy. I will be attending Mayor Training in San Antonio on July 17th,

City Council comments following Executive Session:

23. City Manager Comments

Moved prior to Executive Session: Please keep Deana and her family in your thoughts and prayers. She is out tonight due to a medical emergency with her husband.

ADJOURNMENT

With there being nothing further to discuss or consider

Meeting was adjourned at 10:03 p.m.

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor

Date

City Secretary



CITY COUNCIL SPECIAL MEETING 7/15/25 MINUTES

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

Tuesday, July 15, 2025 at 6:00 PM

CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN

Mayor Teresa Palmer called the meeting to order at 6:00 pm.

Those in attendance at this meeting were:

PRESENT

MAYOR Teresa Palmer
COUNCILMEMBER Lea Young
COUNCILMEMBER Chawn Gilliland
COUNCILMEMBER Nathan Crummel

ABSENT

COUNCILMEMBER Greg Runnebaum

COUNCILMEMBER Eric Contreras

Mayor Teresa Palmer asked if a Quorum was present. City Secretary Deana McMullen stated that there was not a quorum present for this meeting as this is a Special meeting of the Council and there must be at least four members of the Council present for this meeting. There are only three members present therefore a meeting cannot be held.

Mayor Teresa Palmer adjourned the special-called meeting of the City Council at 6:02 p.m. due to the lack of a quorum and dismissed the Council and Staff that were present.

PLEDGE OF ALLEGIANCE AND INVOCATION

PUBLIC COMMENTS (Limited to three minutes per person)

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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

INFORMATIONAL

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.*

Section 551.071 (Consultation with City Attorney) Section 551.074 (Personnel Matters)

1. To discuss the pursuit of legal action by a city employee against the elected Mayor of Willow Park.

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

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 meeting was adjourned by Mayor Teresa Palmer at 6:02 pm due to a lack of a quorum present at the meeting.

Passed and approved this the _____ day of _____, 2025.

Teresa Palmer, Mayor

Deana McMullen
City Secretary



CITY COUNCIL SPECIAL MEETING JULY 28, 2025 MINUTES

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

Monday, July 28, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINE IF QOURUM IS PRESENT

PRESENT:

MAYOR Teresa Palmer

COUNCILMEMBER Chawn Gilliland

COUNCILMEMBER Eric Contreras

COUNCILMEMBER Greg Runnebaum

COUNCILMEMBER Nathan Crummel

City Manager Bryan Grimes

City Secretary Deana McMullen

PLEDGE OF ALLEGIANCE AND INVOCATION

The Invocation was given by Nancy Brown. The Pledge of Allegiance was given by all present.

PUBLIC COMMENTS (Limited to five minutes per person)

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- (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.

The Following gave Public Comments:

REGULAR AGENDA ITEMS

1. **Mayor Comments - Resignations of Councilmembers Lea Young and Greg Runnebaum**

Mayor Teresa Palmer stated that as a housekeeping measure and recommendation from City Manager Bryan Grimes to establish a record of the resignations in our meeting minutes, I want to clarify when I received resignations from Councilmembers Lea Young and Greg Runnebaum.

Lea Young issued her resignation from council on Friday, July 18, 2025 and it automatically became effective on the 8th day, Saturday, July 26, 2025.

Greg Runnebaum issued his resignation from City Council on Monday, July 21, 2025, and it would have become effective on Tuesday, July 29, 2025, but he then withdrew his resignation on Friday, July 25, 2025.

2. **Discussion/Action: to accept letter of resignation of Lea Young from City Council Place 4**

Motion was made to accept the resignation of Lea Young-City Council Place 4.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Gilliland.

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

3. **Discussion/Action: the process of filling vacancy for Councilmember Place 4**

Mayor Teresa Palmer stated that we should take steps to fill the vacancy that now exists for the unexpired term for Place 4. We need to take immediate action to ensure that our ability to hold special meetings, approve the 2025 tax rate and all other necessary business of Willow Park is not prohibited by a two-thirds quorum requirement.

The following individuals have expressed interest and provided their qualifications for consideration: Judge Roy Kurban, Michael Chandler, Johnathan Stickland, Paul Kenney, Scott Smith and Catherine Davis.

There was a brief break at 6:45 pm for a medical emergency with an member of the audience.

Mayor Teresa Palmer called the meeting back to order at 7:04 pm.

Motion was made to postpone this decision for one week to post on the City Website for anyone interested in being selected for City Council and we we have a clear definition on procedure with all transparency to hear from everyone who is interested and can meet again to make our decision, based on that once we have had time to review properly.

Motion made by COUNCILMEMBER Crummel, Seconded by COUNCILMEMBER Runnebaum.

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

Councilmember Nathan Crummel made an additional motion to have the deadline for submitting an application for City Council until noon on Friday, August first. Councilmember Greg Runnebaum seconded the motion.

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

4. Discussion/Action: to consider appointment to fill vacancy City Council Place 4

This item was not acted upon at this time. The deadline to accept applications for the vacancy of City Council Place 4 will be extended to August 1, 2025.

A Special meeting will be held on August 5, 2025 to discuss this item further.

No formal action was taken on this item.

5. Administer Oath of Office by Mayor Palmer

This item was not acted upon at this time.

6. Discussion/Action to consider approval of Resolution 2025- 2011 suspending July 31, 2025, effective date of Oncor Electric Delivery Company's Rate Increase Request.

Motion was made to approve Resolution 2025-11 suspending July 31, 2025 effective date of Oncor Electric Delivery Company's Rate Increase Request.

Motion made by COUNCILMEMBER Gilliland, Seconded by COUNCILMEMBER Contreras.

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

7. Discussion/Action: to consider approval of Interlocal Agreement with the City of Hudson Oaks

Motion was made to approve the Interlocal Agreement with the City of Hudson Oaks as discussed.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Runnebaum.

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

8. Discussion/Action: to consider approval of expanding the wastewater treatment plant from 0.075 MGD to 1.0 MGD

Motion was made to approve the expansion of the wastewater treatment plant from 0.075 MGD to 1.0 MGD as discussed.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Runnebaum.

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

9. Discuss/Action: consider approval of advertising RFQ for a City Attorney

Mayor Teresa Palmer asked the Council to consider approval of advertising an RFQ for a City Attorney due to the current City Attorney submitting his resignation on July 18, 2025. During discussion Councilmembers brought up several discrepancies in the RFQ document that was presented to them. It was also discussed that currently the City of Willow Park has an ordinance # 749-17 passed in March of 2017 that puts the City Attorney under the supervision of the City Administrator who also determines the pay for the Attorney. This ordinance does not make the City Attorney an officer of the City.

There was additional discussion regarding the RFQ as well as the procedural steps needed to make this happen.

The ordinance should be changed to make the City Attorney an Officer of the City and report to the City Council rather than the City Administrator.

Criteria needs to be made for the RFQ before sending it out for advertising.

Needs to be decided if a Simple majority of the Council can do this or does it need to be a Super Majority requiring 2/3 members votes to take any action on.

This item can be discussed on the August 5, 2025 Special City Council meeting Agenda.

Motion was made to add discussion of procedures to hire a City Attorney on the Agenda for the August 5, 2025 City Council meeting.

Motion made by COUNCILMEMBER Gilliland, Seconded by COUNCILMEMBER Contreras.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, 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.*

10. Section 551.074, Personnel Matters-City Manager Bryan Grimes

Mayor Palmer adjourned the regular session into Executive Session at 7:42 pm to discuss items regarding Section 551.074, Personnel Matters - City Manager Bryan Grimes.

Those in attendance were Mayor Teresa Palmer, Mayor Pro Tem Eric Contreras, Councilmember Chawn Gilliland, Councilmember Greg Runnebaum and Councilmember Nathan Crummel.

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

11. Discussion/Action: Possible terms of Severance Agreement for City Manager Bryan Grimes

Mayor Palmer called the regular meeting back to order at 8:39 pm.

There was no action on any item discussed in Executive Session.

INFORMATIONAL

12. CLOSING COMMENTS FROM CITY COUNCIL

Councilmember Eric Contreras stated that he was praying that David Allen health issues were better. I want the best for him

Councilmember Nathan Crummel - Quoted Proverbs

13. CLOSING COMMENTS FROM MAYOR

Allow us some grace while we are pushing to try to get things done.

Keep showing up at the meetings.

Thank you all for coming. Heard from David Allen's mom and he is doing fine.

We have ordered more chairs for the Council chambers.

ADJOURNMENT

With there being nothing further to discuss or consider Mayor Palmer asked for a motion to adjourn.

Motion was made to adjourn the Special meeting of the Willow Park City Council at 8:43 pm.

Motion made by COUNCILMEMBER Crummel, Seconded by COUNCILMEMBER Contreras.

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

PASSED AND APPROVED THIS THE _____ DAY OF _____ 2025.

Mayor, Teresa Palmer

Deana McMullen
City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: August 26, 2025	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: Accept Engagement Letter from Messer Fort for City Attorney Services

BACKGROUND: On July 18, Pat Chesser tendered his resignation as City Attorney for the City of Willow Park. Subsequently, Councilman Chawn Gilliland was tasked by Council to seek out and recommend new representation for City Attorney services. On August 12th, Andy Messer, with Messer Fort, provided staff with an engagement letter. Council tabled the execution of the engagement letter, pending further review. Staff feels that it is imperative to secure legal services to ensure operations of the City, and recommends that Council accept the engagement letter as presented on August 12, 2025

Suggested Motion: I move to accept the engagement letter from Messer Fort as presented.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



MESSER ★ FORT

THE MUNICIPAL LAW FIRM

FRISCO | DALLAS | AUSTIN | ABILENE

Item 4.

August 12, 2025

VIA EMAIL: bgrimes@willowpark.org

Bryan Grimes, City Manager
City of Willow Park
120 El Chico Trail
Willow Park, TX 76087

RE: City of Willow Park Legal Services Agreement

Dear Mr. Grimes:

Messer Fort, PLLC ("M&F" or "Firm") and I appreciate the opportunity to represent the City of Willow Park for interim city attorney services. This letter outlines the specific terms of our engagement. If you have any questions about these matters, please call me.

1. **Client:** Our client will be the City of Willow Park ("City"). Our representation in this matter is limited to the City and the term "City" does not include, and we do not represent, any other entities or individuals. Throughout the term of this Agreement and at all times while performing services under this Agreement, the Firm will be a wholly independent contractor.
2. **Scope of Work:** The City hereby engages M&F to perform the above-described services and other services as may be requested by elected officials and employees of the City; however, either party may request an addendum to this Agreement in a form mutually agreeable to the parties prior to the provision of additional services hereunder.
3. **Conflicts and Confidentiality:** M&F represents that it has reviewed its records and has no conflicts of interest involving the City. M&F will do all within reason to prevent and avoid any situation that might constitute a conflict. In the event a conflict arises, M&F shall promptly advise the City of such, in writing, and shall notify the City of M&F's proposal to resolve the conflict.
4. **Personnel:** M&F has over twenty attorneys, including six partners, in its North Texas office. Andy Messer will have the primary responsibility for providing or supervising these services for the City. Other M&F lawyers and legal assistants may be involved when M&F believes it would be beneficial or necessary to serve the City, but Andy Messer will be the primary contact on matters assigned to M&F under this Engagement Agreement. Attorney resumes can be viewed at www.txmunicipallaw.com.
5. **Results:** Any views M&F expresses about a likely outcome are only expressions of judgment, we do not make representations or guarantees to the City as to the probability of ultimate success or any particular result. The City acknowledges and agrees that M&F's entitlement to

payment for fees and expenses shall not be contingent upon the results obtained or the final disposition of the services for which M&F has been retained.

6. **Records**: The City should retain all originals and copies of documents the City desires for future reference. At its expense, M&F will retain its file(s) for a period of seven (7) years from the date a client-matter is concluded, but ultimately the file will be destroyed in accordance with our record retention schedule. If for any reason M&F dissolves or stops its business activities, the Firm will notify the City and provide it with an opportunity to take possession of its client files. Any charges presented to the City in connection with the delivery of client files will not exceed the actual costs incurred for the delivery. The City recognizes that working papers shall be assembled and accumulated by M&F in connection with this representation, and that same shall belong to and remain the property of M&F.
7. **Litigation Matters**: M&F will represent/defend the City in lawsuits upon the request of the City. Likewise, M&F will initiate litigation only at the request of the City. This Agreement does not obligate the City to refer to M&F any legal matter in connection with which it seeks legal services. At all times the City may refer any legal matter to whichever firm or attorney it may deem appropriate in its sole discretion.
8. **Fees**: M&F shall bill the City monthly for services rendered and expenses incurred, in the manner agreed to herein, until such time as this Agreement has expired by its own terms or has been terminated. M&F shall separate invoices as requested by the City. Attorney fees are based upon a consideration of time and labor involved, the skill requisite to perform the services properly, the preclusion of other employment by M&F due to acceptance of the matters identified herein, time limitations imposed by the City or other circumstances, results achieved, experience, reputation and ability, extraordinary time requirements, and M&F's hourly rates. The Firm will bill the city at the following hourly rates:

\$230	per attorney hour for general municipal services
\$350	per attorney hour for employment, litigation, and utility services
\$150	per hour for law clerks and planners
\$105	per hour for paralegals

Time for legal work and travel is billed in tenth of an hour increments, as follows:

.1 = 6 minutes	.5 = 30 minutes	.9 = 54 minutes
.2 = 12 minutes	.6 = 36 minutes	1.0 = 60 minutes
.3 = 18 minutes	.7 = 42 minutes	
.4 = 24 minutes	.8 = 48 minutes	

Opinion letters for bonds are a flat fee paid from the bond proceeds, if requested. Market rates (non-governmental rates) will be charged when the City is fully reimbursed for legal expenses, such as by a developer or a debt issuance, if applicable. The City understands that the costs of services can be estimated in advance on a per case basis, but no particular amount is guaranteed as the amount of time necessary to spend on a legal matter can be influenced by the actions of third parties. The City further understands that M&F may propose hourly rates be modestly

increased from time to time, but that any annual increase shall be no more than ten (10%) percent of the current rate. As directed by City Council, the City Administrator is hereby authorized to negotiate and agree to hourly rates on an annual basis.

9. **Billing Practices and Payment:** M&F bills for matters on a monthly basis, and payment is due within 30 days of receipt of the invoice. We do not bill for expenses associated with our representation except for filing and recording fees, litigation costs, copy costs, research database costs, and charges for extraordinary items which may be generated by the particular demands of the project involved. The amount charged, if any, by M&F for expenses it incurs will be the amount of the actual cost incurred without any mark-up.

If experts or consultants are retained or if other support services are required, e.g., mediators, engineers, court reporters, investigators, etc., these individuals or firms will be retained based upon the City's consent or directly by the City. The City will be responsible for paying the fees of these individuals or firms, and such payments should be made within thirty days of receipt of their invoice or M&F's invoice containing the charges for the third party. We will advise these individuals or firms that they are being retained by and for the benefit of the City and that the City is responsible for payment of their fees.

If the City has a question about M&F's billing procedures or statements, please ask Andy Messer. M&F prefers that questions be raised as soon as possible so that we can address the concerns and be certain the City understands our procedures and our statements and is fully satisfied with them.

10. **Termination:** Either party may terminate our representation at any time by notifying the other in writing. In either case, M&F's withdrawal will be accomplished pursuant to applicable ethical requirements. Upon termination of the representation, the City will be obligated to pay for all services rendered and expenses incurred to the date of termination.
11. **Independent Legal Review:** M&F has written this engagement letter on its own behalf. Please feel free to seek independent legal advice from legal counsel of your choosing in order to review this engagement letter. M&F wishes to provide you ample opportunity to consult with independent counsel; we do not require that you return a signed copy of this letter immediately.
12. **Attorney Complaint Information:** M&F intends to maintain the highest standard of ethical conduct towards the City and others as set out and enforced by the State Bar of Texas. If for any reason the City believes an attorney in M&F has violated the written rules of professional conduct for lawyers and/or has questions prior to filing a grievance, the City may either contact the Office of the Chief Disciplinary Counsel of the State Bar of Texas by calling 1-866-224-5999 (toll free) or writing to P.O. Box 12487, Austin, Texas 78711-2487. Please note that by signing a grievance form any attorney-client privilege, which would otherwise keep discussions between your attorney and you confidential, will be waived.
13. **Press Inquiries:** From time to time, we may receive media inquiries concerning the City. Applicable ethical requirements may preclude or limit our response to those inquiries. Subject to ethical limitations, M&F will abide by your instructions concerning whether and in what

manner we respond to media inquiries. In the absence of specific instructions, we will respond to such inquiries in accordance with our best judgment, revealing non-confidential information when it is ethical to do so and appears to advance the City's interests. M&F will advise the Mayor and/or City Manager of any and all media inquiries received pertaining to the City.

14. **Electronic Mail:** In the course of our representation, we may have occasion to communicate with you or with others by electronic mail. Such communications will not be encrypted. Although interception of such communications by a third party would constitute a violation of federal law, we can offer no assurance that such interception will not occur. We will abide by any instructions you may give us concerning electronic mail communications; in the absence of such instructions, we will use our own judgment regarding the advisability of using such means of communication.
15. **Miscellaneous:** Duplicate counterparts of this Agreement may be or may have been executed by the parties hereto. Each such executed copy or counterpart shall have the full force and effect of an original executed instrument.

Any notice or communication required or permitted hereunder shall be in writing, and shall be sent by (a) personal delivery (provided that such delivery is confirmed by the courier delivery service), or (b) expedited delivery service with proof of delivery, or by United States mail, postage pre-paid, registered or certified mail, addressed as follows:

If to the City of Willow Park:

Bryan Grimes, City Manager
City of Willow Park
120 El Chico Trail
Willow Park, TX 76087

If to the Firm:

Messer Fort, PLLC
Attn: Andy Messer
6371 Preston Road, Ste. 200
Frisco, TX 75034

or to such other address or for the attention of such other person as thereafter shall be designated in writing by the applicable parties sent in accordance herewith. Any such notice or communication shall be deemed to have been given at either the time of personal delivery or, in the case of delivery service or certified or registered mail, as of the date of deposit or delivery to the United States Postal Service or expedited delivery service in the manner provided herein, or, in the case of facsimile, upon receipt. Any notice required by this Agreement shall be void and of no effect unless given in accordance with the provisions of this paragraph. Either party hereto may change the address for notice specified above for giving the other party two (2) days' advance, written notice of such change of address.

This Agreement shall be construed under and in accordance with the laws of the State of Texas. This Agreement is executed by the authorized agent of the City and M&F, effective from the date executed by the City as directed by the City Council.

16. **Texas Lawyer's Creed:** On November 7, 1989, the Texas Supreme Court adopted the Texas Lawyer's Creed - a Mandate for Professionalism. Paragraph II, subparagraph 1 of the Creed

requires us to advise you of its contents when we undertake representation. A copy of the Creed is available for your review at <https://www.legalethicstexas.com/texas-lawyers-creed-details/>.

If the City agrees with the foregoing, please sign and return this letter and retain a copy for your records.

Again, we appreciate you engaging Messer Fort, PLLC to represent you and we look forward to working with you and establishing a mutually beneficial relationship.

Sincerely,
Messer Fort, PLLC



Andy Messer, Partner

THE CITY OF WILLOW PARK AGREES TO RETAIN MESSER FORT, PLLC ON THE FOREGOING TERMS.

Bryan Grimes, City Manager
City of Willow Park

Deana McMullen

Resignation

Item 5.

From: Greg Runnebaum
Sent: Friday, August 15, 2025 10:19 AM
To: Nathan Crummel; Deana McMullen; Michelle Guelker; Toni Fisher; Bryan Grimes
Subject: Greg Runnebaum resignation

McMullen 8/15/25
10:19 AM
DM

I resign as Willow Park place 3 council member effective immediately. My commitment to remain on council to keep the city budget process on track is complete.
Thank you
Greg Runnebaum



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: September 9, 2025	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion /Action: To discuss, consider, and act on to setting the date, time, and place for a public hearing on the proposed budget for the period beginning October 1, 2025 thru September 30, 2026.

BACKGROUND: State statute requires that Council set the date, time, and location for the single Public Hearing to discuss the budget for FY 25 - 26, beginning on October 1, 2025 and ending September 30, 2026. Upon the passage of this motion, staff will place an ad with *The Community News* per state statute.

Suggested Motion: I move that the City of Willow Park hold a public hearing on the budget and a public hearing on the tax rate for FY 25 – 24, a period beginning on October 1, 2025 and ending on September 30, 2026, on **September 23, 2024 at 6:00 PM** at the Willow Park City Hall located at 120 El Chico Trail and;

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

In accordance with Section 551.043 of the Texas Local Government Code, the City of Willow Park provides the following Taxpayer Impact Statement for the upcoming fiscal year budget: For the median-valued homestead property a comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:

Taxpayer Impact Statement			
Property Tax Due on Median Valued Homestead			
2024 Rate vs 2025 Proposed Rate vs 2025 No New Revenue Rate			
	Rate per \$100 of Value	Median-Valued Homestead Property	Tax Due
2024 Adopted Tax Rate	\$0.432546	\$ 357,677	\$ 1,547.11
2025 Proposed Tax Rate	\$0.421646	\$ 380,310	\$ 1,603.56
2025 No New Revenue Rate	\$0.424084	380,310	\$ 1,612.83



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: September 9, 2025	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discussion/ Action: To consider and act on adopting a resolution on adopting the proposed tax rate for FY 2025, a period from October 1, 2025 thru September 30, 2026; and setting a date time and place for the FY 2025 Tax Rate Public Hearing.

BACKGROUND:

State statute requires the Council vote on a Proposed Tax Rate for the upcoming public hearing. Staff recommends the following:

M/O: 0.195753

I/S: 0.225893

Total Rate: \$0.421646

The proposed tax rate is less than the No New Revenue Rate (NNR). The attached resolution outlines the total tax rate, and also sets a date, time and place for the Tax Rate Public Hearing and subsequent adoption.

NOTE: A ROLL CALL VOTE IS REQUIRED

STAFF/BOARD/COMMISSION RECOMMENDATION:

I move to adopt a resolution adopting the proposed total tax rate of \$0.421646 for FY 2025, a period from October 1, 2025 to September 30, 2026; and setting a public hearing for the tax rate for **September 24, 2025** at 120 El Chico Trail, Suite A, Willow Park, Texas at 6:00 PM

EXHIBITS:

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

NOTICE OF MEETING TO VOTE ON TAX RATE

Item 7.

A tax rate of \$0.421646 per \$100 valuation has been proposed by the governing body of CITY OF WILLOW PARK.

PROPOSED TAX RATE	\$0.421646 per \$100
NO-NEW-REVENUE TAX RATE	\$0.424084 per \$100
VOTER-APPROVAL TAX RATE	\$0.431419 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for CITY OF WILLOW PARK from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that CITY OF WILLOW PARK may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is not greater than the no-new-revenue tax rate. This means that CITY OF WILLOW PARK is not proposing to increase property taxes for the 2025 tax year.

A PUBLIC MEETING TO VOTE ON THE PROPOSED TAX RATE WILL BE HELD ON **September 24 2025 AT 06:00 PM AT 120 EL CHICO TRAIL, WILLOW PARK, TX 76087.**

The proposed tax rate is also not greater than the voter-approval tax rate. As a result, CITY OF WILLOW PARK is not required to hold an election to seek voter approval of the rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the WILLOW PARK CITY COUNCIL of CITY OF WILLOW PARK at their offices or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal:

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by CITY OF WILLOW PARK last year to the taxes proposed to be imposed on the average residence homestead by CITY OF WILLOW PARK this year.

	2024	2025	Change	Item 7.
Total tax rate (per \$100 of value)	\$0.432546	\$0.421646	decrease of -0.010900 per \$100, or -2.52%	
Average homestead taxable value	\$361,916	\$379,253	increase of 4.79%	
Tax on average homestead	\$1,565.45	\$1,599.11	increase of 33.66, or 2.15%	
Total tax levy on all properties	\$3,503,890	\$3,576,896	increase of 73,006, or 2.08%	

For assistance with tax calculations, please contact the tax assessor for CITY OF WILLOW PARK at 817-441-7108 or BGRIMES@WILLOWPARK.ORG, or visit WWW.WILLOWPARKTX.GOV for more information.

RESOLUTION NO. 2025-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, APPROVING THE 2025 CERTIFIED PROPERTY TAX VALUES FOR THE CITY; ACCEPTING THE 2025 NO NEW REVENUE AND VOTER APPROVAL TAX RATES AS CALCULATED AND CERTIFIED BY THE CITY'S DESIGNATED OFFICER; APPROVING THE PROPOSED PROPERTY TAX RATE OF \$0.421646/\$100 AS THE MAXIMUM RATE ALLOWED FOR COUNCIL ADOPTION; CALLING A PUBLIC HEARING ON THE ADOPTION OF THE PROPOSED TAX RATE; REQUIRING NOTICE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Texas Tax Code Section 26.05(d) does not require the City to hold a public hearing on the proposed municipal tax rate prior to the adoption of the tax rate because the proposed rate is below the no-new-revenue rate and the voter approval rate; and

WHEREAS, Texas Tax Code Sections 26.06(c) and 26.065 require the notice of the public meeting to be published in the newspaper and on the City's home webpage until the conclusion of the public hearing on the tax rate; and

WHEREAS, Texas Tax Code Sections 26.06 requires the notice of the public meeting on the municipal tax rate to include the names of all members of the City Council of the City of Willow Park (the "City Council"), showing how each voted on the proposed tax rate and indicating any absences; and

WHEREAS, the City Council shall adopt the tax rate by ordinance no later than September 29, 2025 during a regular City Council meeting.

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

SECTION 1. That the City Council hereby approves the 2025 Certified Property Tax Values for the City as submitted by the Parker County Appraisal District, attached hereto and incorporated herein as **Exhibit A**.

SECTION 2. That the City Council hereby approves and accepts the calculated 2025 no

new revenue and voter approval tax rates as presented to the City Council by the City's designated officer in accordance with Chapter 26 of the Tax Code and as presented in the Truth-in-Taxation Worksheet attached hereto and incorporated herein as **Exhibit B**.

SECTION 3. That the City Council approves a proposed municipal property tax rate of \$0.421646/\$100 as the maximum property tax rate allowed for Council adoption for Tax Year 2025.

SECTION 4. That the City Council will conduct a public hearing on the proposed municipal property tax rate at a public meeting on Wednesday, September 24, 2025, at 6:00 P.M. at Willow Park City Hall: 120 El Chico Trl., Ste A, Willow Park, TX 76087.

SECTION 5. The notice of the public meeting on the adoption of the 2025 property tax rate shall be published in a newspaper of general circulation within the City on Friday, September 12, 2025, in accordance with the Texas Tax Code.

SECTION 6. That this Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this 9th day of September 2025.

Councilmember:	For:	Against:	Absent:	Abstain:
Mayor, Teresa Palmer	_____	_____	*only votes to break a tie	
Councilmember, Nathan Crummel	_____	_____	_____	_____
Councilmember, Eric Conteras	_____	_____	_____	_____
Councilmember, Chawn Gilliland	_____	_____	_____	_____
Councilmember, Greg Runnebaum	_____	_____	_____	_____
Councilmember, Scott Smith	_____	_____	_____	_____

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

Exhibit A
2025 Certified Property Tax Values

Exhibit B
2025 Truth-in-Taxation Worksheet

2025 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

Item 7.

CITY OF WILLOW PARK

Taxing Unit Name

817-441-7108

Phone (area code and number)

120 El Chico Trail Suite A Willow Park TX 76087

Taxing Unit's Address, City, State, ZIP Code

www.willowparktx.gov

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 1,058,568,371
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 187,186,124
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 871,382,247
4.	Prior year total adopted tax rate.	\$ 0.432546 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value. A. Original prior year ARB values: \$ 0 B. Prior year values resulting from final court decisions: - \$ 0 C. Prior year value loss. Subtract B from A. ³	\$ 0
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 23,786,214 B. Prior year disputed value: - \$ 1,902,897 C. Prior year undisputed value. Subtract B from A. ⁴	\$ 21,883,317
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 21,883,317

¹ Tex. Tax Code §26.012(14)² Tex. Tax Code §26.012(14)³ Tex. Tax Code §26.012(13)⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate	Item 7.
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 893,265,564	
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024. Enter the prior year value of property in deannexed territory. ⁵	\$ 0	
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freepoint, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 852,816 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 2,618,932 C. Value loss. Add A and B. ⁶	\$ 3,471,748	
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 2,912,170 B. Current year productivity or special appraised value: - \$ 1,780 C. Value loss. Subtract B from A. ⁷	\$ 2,910,390	
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 6,382,138	
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 88,255,657	
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 798,627,769	
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 3,454,432	
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 21,852	
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 3,476,284	
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 1,161,858,159 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below. ¹² - \$ 106,041,492 E. Total current year value. Add A and B, then subtract C and D.	\$ 1,055,816,667	

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate	Item 7.
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³ A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ 0 B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ 0 C. Total value under protest or not certified. Add A and B.	\$ 0	
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ 207,499,456	
21.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. ¹⁷ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico. ¹⁸ If completing this section, the taxing unit must include supporting documentation in Section 9. ¹⁹ Taxing units that are not affected, enter 0.	\$ 0	
22.	Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21. ²⁰	\$ 848,317,211	
23.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ²¹	\$ 8,294,400	
24.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ²²	\$ 20,307,104	
25.	Total adjustments to the current year taxable value. Add Lines 23 and 24.	\$ 28,601,504	
26.	Adjusted current year taxable value. Subtract Line 25 from Line 22.	\$ 819,715,707	
27.	Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²³	\$ 0.424084 /\$100	
28.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁴	\$ _____ /\$100	

SECTION 2: Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

¹³ Tex. Tax Code §26.01(c) and (d)

¹⁴ Tex. Tax Code §26.01(c)

¹⁵ Tex. Tax Code §26.01(d)

¹⁶ Tex. Tax Code §26.012(6)(B)

¹⁷ Tex. Tax Code §26.012(6)(C) and 26.012(1-b)

¹⁸ Tex. Tax Code §26.012(1-a)

¹⁹ Tex. Tax Code §26.04(d-3)

²⁰ Tex. Tax Code §26.012(6)

²¹ Tex. Tax Code §26.012(17)

²² Tex. Tax Code §26.012(17)

²³ Tex. Tax Code §26.04(c)

²⁴ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate	Item 7.
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.203371 /\$100	
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 893,265,564	
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 1,816,643	
32.	Adjusted prior year levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2024. This line applies only to tax years preceding the prior tax year..... + \$ 10,569 B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... - \$ 493,380 C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0 D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... \$ -482,811 E. Add Line 31 to 32D.	\$ 1,333,832	
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 819,715,707	
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.162718 /\$100	
35.	Rate adjustment for state criminal justice mandate. ²⁶ A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0 B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies..... - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100	
36.	Rate adjustment for indigent health care expenditures. ²⁷ A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..... \$ 0 B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state assistance received for the same purpose..... - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100	

²⁵ [Reserved for expansion]²⁶ Tex. Tax Code §26.044²⁷ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate	Item 7.
37.	Rate adjustment for county indigent defense compensation. ²⁸ A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose..... \$ 0 B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state grants received by the county for the same purpose..... \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0.000000 /\$100	
38.	Rate adjustment for county hospital expenditures. ²⁹ A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year..... \$ 0 B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2023 and ending on June 30, 2024. \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100..... \$ 0.000000 /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0.000000 /\$100	
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year..... \$ 0 B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100 \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100	
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ 0.162718 /\$100	
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 554,085 B. Divide Line 41A by Line 33 and multiply by \$100 \$ 0.067594 /\$100 C. Add Line 41B to Line 40.	\$ 0.230312 /\$100	
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ 0.238372 /\$100	

²⁸ Tex. Tax Code §26.0442²⁹ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate	Item 7.
D42.	Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 41C by 1.08. ³⁰ If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).	\$ 0.000000 / \$100	
43.	Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes; (2) are secured by property taxes; (3) are scheduled for payment over a period longer than one year; and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ³¹ Enter debt amount \$ 2,158,253 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A.	\$ 2,158,253	
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³²	\$ 241,960	
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ 1,916,293	
46.	Current year anticipated collection rate. A. Enter the current year anticipated collection rate certified by the collector. ³³ 100.00 % B. Enter the prior year actual collection rate..... 98.90 % C. Enter the 2023 actual collection rate. 99.65 % D. Enter the 2022 actual collection rate. 99.96 % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³⁴	100.00 %	
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ 1,916,293	
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 848,317,211	
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ 0.225893 / \$100	
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ 0.464265 / \$100	
D50.	Disaster Line 50 (D50): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D42. Add Line D42 and 49.	\$ 0.000000 / \$100	

³⁰ Tex. Tax Code §26.042(a)³¹ Tex. Tax Code §26.012(7)³² Tex. Tax Code §26.012(10) and 26.04(b)³³ Tex. Tax Code §26.04(b)³⁴ Tex. Tax Code §526.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate	Item 7.
51.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 / \$100	

SECTION 3: NNR Tax Rate and Voter Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³⁵ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³⁶ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁷ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 554,085
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 848,317,211
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.065315 / \$100
56.	Current year NNR tax rate, unadjusted for sales tax. ³⁸ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.424084 / \$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.424084 / \$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁹ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.464265 / \$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.398950 / \$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁰ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴¹	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 848,317,211
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.000000 / \$100

³⁵ Tex. Tax Code §26.041(d)

³⁶ Tex. Tax Code §26.041(i)

³⁷ Tex. Tax Code §26.041(d)

³⁸ Tex. Tax Code §26.04(c)

³⁹ Tex. Tax Code §26.04(c)

⁴⁰ Tex. Tax Code §26.045(d)

⁴¹ Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate	Item 7.
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.398950 /\$100	

SECTION 5: Voter Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.⁴² The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.⁴³

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴⁴
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴⁵ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴⁶

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴⁷

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value A. Voter-approval tax rate (Line 68) B. Unused increment rate (Line 67) C. Subtract B from A. D. Adopted Tax Rate E. Subtract D from C. F. 2024 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 0.461084 /\$100 \$ 0.033956 /\$100 \$ 0.427128 /\$100 \$ 0.432546 /\$100 \$ -0.005418 /\$100 \$ 811,172,072 \$ 0
65.	Year 2 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A. D. Adopted Tax Rate E. Subtract D from C. F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 0.430651 /\$100 \$ 0.000000 /\$100 \$ 0.430651 /\$100 \$ 0.397597 /\$100 \$ 0.033054 /\$100 \$ 781,756,729 \$ 258,401
66.	Year 1 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A. D. Adopted Tax Rate E. Subtract D from C. F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 0.597921 /\$100 \$ 0.056616 /\$100 \$ 0.541305 /\$100 \$ 0.538450 /\$100 \$ 0.002855 /\$100 \$ 596,921,300 \$ 17,042
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 275,443 /\$100
68.	2025 Unused Increment Rate. Divide Line 67 by Line 22 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.032469 /\$100
69.	Total 2025 voter-approval tax rate, including the unused increment rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 0.431419 /\$100

⁴² Tex. Tax Code §26.013(b)

⁴³ Tex. Tax Code §526.013(a)(1-a), (1-b), and (2)

⁴⁴ Tex. Tax Code §526.04(c)(2)(A) and 26.042(a)

⁴⁵ Tex. Tax Code §526.0501(a) and (c)

⁴⁶ Tex. Local Gov't Code §120.007(d)

⁴⁷ Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

Item 7.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁹

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.162718 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 848,317,211
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.058940 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.225893 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.447551 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁰

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁵¹

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2024 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.432546 /\$100
76.	Adjusted 2024 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵² If a disaster occurred in 2024 and the taxing unit calculated its 2024 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2024 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2024 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2024, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2024 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵³ Enter the final adjusted 2024 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2024 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
77.	Increase in 2024 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.000000 /\$100
78.	Adjusted 2024 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 798,627,769
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 0
80.	Adjusted 2024 taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 819,715,707
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵³	\$ 0.000000 /\$100

⁴⁸ Tex. Tax Code §26.012(8-a)⁴⁹ Tex. Tax Code §26.063(a)(1)⁵⁰ Tex. Tax Code §26.042(b)⁵¹ Tex. Tax Code §26.042(f)⁵² Tex. Tax Code §26.042(c)⁵³ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate	Item 7.
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ 0.431419 /\$100	

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.424084 /\$100

As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).

Indicate the line number used: 27

Voter-approval tax rate. \$ 0.431419 /\$100

As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).

Indicate the line number used: 69

De minimis rate. \$ 0.447551 /\$100

If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁴

print here ➔ BRYAN GRIMES
Printed Name of Taxing Unit Representative

sign here ➔ 
Taxing Unit Representative

8-6-2025
Date

⁵⁴ Tex. Tax Code §§26.04(c-2) and (d-2)



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:	Department:	Presented By:
August 26, 2025	Administration	Bryan Grimes, City Manager

AGENDA ITEM:

Discussion & Action: to consider the appointment of Deputy City Secretary and/or the possible engagement of a search firm, such as Strategic Government Resources (SGR), for interim city secretary services.

BACKGROUND:

To allow for the responsibilities of the City Secretary's office to continue during his/her absence or abundance, it is proposed that the City Council appoint one to three Deputy City Secretaries for help when needed. The appointed would then pursue basic Municipal Clerk training for more efficient continuity of functions.

STAFF RECOMMENDATION:

City Staff recommends appointment of the following employees for Deputy City Secretary positions:

- **Toni Fisher, Assistant City Manager**
- **Rose Hoffman, Communications Director**
- **Andi Saylor, Finance Director**

RECOMMENDED MOTION:

Motion to approve the appointment of Deputy City Secretary and appoint the following:

(...Insert Names Here...)

Agreement for Interim City Secretary Services for a Contract By and Between Strategic Government Resources and the City of Willow Park, Texas



Date: August 20, 2025

City of Willow Park, Texas
Teresa Palmer, Mayor
Tpalmer@willowpark.org

Strategic Government Resources
Wendle Medford, President
Interim, Consulting, and Embedded Services
WendleMedford@GovernmentResource.com

("City")

("SGR")

Scope of Services. The City of Willow Park, Texas, (referred to as "City") seeks an Interim City Secretary to perform related duties for City. Strategic Government Resources (referred to as "SGR") will provide a highly experienced local government professional to serve as Interim City Secretary for City.

Recommended Candidate. SGR and City will work together to determine a final candidate for consideration. Should City wish to consider an alternate candidate, SGR can provide other experienced local government professionals for City to interview. City may interview candidate(s) by phone, Skype, or in person. City will reimburse all travel, lodging, and per diem expenses for any in-person interviews. If at any time during the assignment, City wishes to have another candidate provided to serve as Interim City Secretary, SGR will produce additional experienced local government professionals to fill the position, to the satisfaction of City, pending availability of suitable candidates.

Directions and Control. The City is responsible for the direction, supervision, and control of the contractor. It is the City's responsibility to provide a safe workplace and to furnish the contractor with any equipment/ training needed to perform their role.

Terms and Conditions. SGR will provide an Interim City Secretary at a rate of \$80.00 per hour. The Interim City Secretary will work a maximum of 40 hours per week unless approved by City. Any hours worked in excess of 40 hours per week will be billed at the standard contract rate of \$80.00 per hour.

City Contact for Invoicing:

Name: _____

Email: _____

Phone: _____

1. SGR will perform a Comprehensive Media Search on the candidate selected by City and provide a comprehensive media report to City. This media report is compiled from information gathered using our proprietary online search process. This is not an automated process and produces far superior

results than a standard media or simple Google search. The report length may be as long as 350 pages and may include news articles, links to video interviews, blog posts by residents, etc.

2. The City's final approval of the interim candidate will be dependent upon client acceptance of results of the media and background searches conducted, and we recommend a start date after completion of all elements of our background checking process.

Should an organization choose to start an interim candidate prior to completion of media searches and/or any other elements of the standard background investigation, SGR will be held harmless for any unexpected findings.

3. SGR will perform a comprehensive background investigation on the candidate selected by the City. SGR uses a licensed private investigation firm for these services. Through SGR's partnership with FirstCheck, we are able to provide our clients with comprehensive background screening reports that include detailed information such as:

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County criminal search (for every county in which candidate has lived or worked)
- County civil search (for every county in which candidate has lived or worked)
- Education verification

4. City is responsible for the cost of any drug screening that City may require.
5. All routine business expenses incurred by SGR's representative in their role as Interim City Secretary, will be reimbursed under the same terms and conditions that such expenses would be reimbursed for any other employee of City, such as mileage, hotel, and per diem when traveling at the request of City, and business meals incurred for local meetings. Commute time will not be billed by SGR.
6. The City will provide temporary housing, such as a local hotel, direct billed to City, with a mileage/travel reimbursement between Interim City Secretary's permanent residence and City. Mileage is reimbursed by City at the current IRS mileage reimbursement rate.
7. City will be billed bi-weekly for the previous 2 week's work and any travel/housing reimbursement. Payment will be due within 14 days of each billing. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid. SGR will not be compensated for holidays, vacation time, sick leave, etc.

8. If City hires the candidate placed as Interim City Secretary for a permanent position during the term of this agreement or within 12 months after the conclusion of this agreement, City will pay SGR an employment placement fee of \$10,000.00. This fee is waived if SGR conducts a full-service executive search for this position.
9. City or SGR may terminate the agreement for Interim City Secretary Services with a fourteen (14) day written notice, without cause or penalty. If City does not provide a minimum of fourteen (14) days' written notice of termination of the agreement, City agrees to pay for Interim City Secretary Services for a period not to exceed fourteen (14) days following the date of notice.
10. City grants SGR permission to use any name, logo, or other identifying mark of City in SGR's social media content to refer to the relationship established by this agreement.

Cost Summary. SGR will provide Interim City Secretary Services to City as follows:

Interim City Secretary Services	\$80.00 per hour
Comprehensive Media Search Report	\$500.00
Background Investigation	\$400.00
Mileage/Temporary Housing	TBD*
Travel expenses for in-person interviews, if needed	TBD
Per diem for in-person interview, if needed	\$18 breakfast, \$20 lunch, \$32 dinner

**Mileage will be billed at the Standard Mileage Reimbursement Rate established by the IRS. City will provide temporary housing or a housing stipend, if necessary.*

Confidentiality Agreement. The Interim City Secretary will perform services for City which may require City to disclose confidential and proprietary information to Interim City Secretary or which may require City to grant authorization to the Interim City Secretary to make financial and legal transactions on behalf of the City. Confidential information includes, but is not limited to, any information of any kind, nature, or description concerning any matters affecting or relating to Interim City Secretary's services for City, the business or operations of City, and/or the products, projects, drawings, plans, processes, or other data of City. Financial and legal information includes, but is not limited to, financial institution wire transfers, deposits, withdrawals, cash handling, investment handling, real property transactions, or other financial or legal transactions of City. The Interim City Secretary, through his/her contract with SGR agrees:

- To hold any and all confidential information received from City in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- Not to disclose or divulge, either directly or indirectly, the confidential information to others unless first authorized to do so in writing by City. For financial and legal transactions, Interim City Secretary must receive authorization from City verbally and in writing, other than by email, and Interim City Secretary shall maintain reasonable data security controls to protect Interim City Secretary and City from social engineering attacks.

- Not to reproduce confidential information, nor use this information commercially, or for any purpose other than the performance of his/her duties for City.
- That upon request or upon termination of his/her relationship with City, deliver to City, any drawings, notes, documents, equipment, and materials received from City or originating from his/her activities for City.
- That City shall have the sole right to determine the treatment of any information that is part or project specific received from Interim City Secretary, including the right to keep the same as confidential and proprietary.

Venue. The venue for any disputes shall reside in Parker County, Texas.

Applicable law. This agreement shall be governed by the laws of the State of Texas.

This agreement represents the full and complete agreement between Strategic Government Resources and the City of Willow Park, Texas, and supersedes any and all prior written or verbal agreements. This agreement may be modified or amended only by a written instrument signed by the parties.

Approved and Agreed to on _____, by and between Strategic Government Resources and the City of Willow Park, Texas.

Teresa Palmer, Mayor
City of Willow Park, Texas

Wendle Medford, President
Interim, Consulting, and Embedded Services
Strategic Government Resources

H.B. No. 1522

AN ACT

relating to notice of a meeting held under the open meetings law.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The heading to Section 551.043, Government Code, is amended to read as follows:

Sec. 551.043. TIME AND ACCESSIBILITY OF NOTICE; POSTING OF BUDGET; GENERAL RULE.

SECTION 2. Section 551.043, Government Code, is amended by amending Subsection (a) and adding Subsections (c) and (c-1) to read as follows:

(a) The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least three business days [~~72 hours~~] before the scheduled date [~~time~~] of the meeting, except as provided by Sections 551.044, 551.045, 551.046, and 551.1281 [~~551.044-551.046~~].

(c) The notice of a meeting required to be posted under Subsection (a) at which a governmental body will discuss or adopt a budget for the governmental body must include:

(1) a physical copy of the proposed budget unless the governmental body has made the proposed budget clearly accessible on the home page of the governmental body's Internet website; and

H.B. No. 1522

(2) a taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill in dollars pertaining to the property for the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year if:

(A) the proposed budget is adopted; and

(B) for a taxing unit as defined by Section 1.04, Tax Code, other than an independent school district, a balanced budget funded at the no-new-revenue tax rate as calculated under Chapter 26, Tax Code, is adopted.

(c-1) Subsection (c) does not apply to the governing board of a general academic teaching institution or of a university system to which Section 551.1281 applies.

SECTION 3. This Act takes effect September 1, 2025.

H.B. No. 1522

President of the Senate

Speaker of the House

I certify that H.B. No. 1522 was passed by the House on April 9, 2025, by the following vote: Yeas 147, Nays 0, 1 present, not voting; and that the House concurred in Senate amendments to H.B. No. 1522 on May 28, 2025, by the following vote: Yeas 132, Nays 2, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 1522 was passed by the Senate, with amendments, on May 25, 2025, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

TEXAS OPEN MEETINGS CALCULATOR

(Post September 1, 2025)

Chart to Calculate the Three-Business Day Rule (Without Holiday)

Notice Date	1 st Business Day	2 nd Business Day	3 rd Business Day	Meeting Date
Tuesday	Wednesday	Thursday	Friday	Monday
Wednesday	Thursday	Friday	Monday	Tuesday
Thursday	Friday	Monday	Tuesday	Wednesday
Friday	Monday	Tuesday	Wednesday	Thursday
Monday	Tuesday	Wednesday	Thursday	Friday

Chart to Calculate the Three-Business Day Rule (With Holiday) Ex. Veteran's Day, 11/11/25

Notice Date	1 st Business Day	2 nd Business Day	3 rd Business Day	Meeting Date
Wed. 11/5	Thurs. 11/6	Fri. 11/7	Mon. 11/10	Wed. 11/12
Thurs. 11/6	Fri. 11/7	Mon. 11/10	Wed. 11/12	Thurs. 11/13
Fri. 11/7	Mon. 11/10	Wed. 11/12	Thurs. 11/13	Fri. 11/14
Mon. 11/10	Wed. 11/12	Thurs. 11/13	Fri. 11/14	Mon. 11/17



MESSER ★ FORT

THE MUNICIPAL LAW FIRM

FRISCO | DALLAS | AUSTIN | ABILENE

STATE OF TEXAS §
COUNTY OF PARKER §

INTERLOCAL AGREEMENT FOR JAIL SERVICES

This Interlocal Agreement (“Agreement”) is hereby entered into effective this 1st day of October, 2025 (“Effective Date”), by and between the City of Willow Park, Texas, a municipal corporation (“CITY”), and the County of Parker, acting through its County Judge and duly elected members of the Parker County Commissioner’s Court (“COUNTY”) and in concert with the approval of the Parker County Sheriff’s Office (“Sheriff’s Office”). For convenience, the CITY and the COUNTY may hereinafter be referred to collectively as “Parties” and individually as a “Party.”

WITNESSETH

WHEREAS, the COUNTY owns and operates the Parker County Jail, under Chapter 351 of the Local Government Code and Part 9 of Title 37 of the Texas Administrative Code; and

WHEREAS, the COUNTY generally operates the County Jail for the confinement of persons accused or convicted of a violation of state law, but the Sheriff may also accept custody of persons accused of class C misdemeanors; and

WHEREAS, the CITY, desires to obtain certain jail services from the COUNTY to be performed for the CITY Police Department to ensure the confinement of persons accused or convicted of a class C misdemeanor or violation of a municipal ordinance; and

WHEREAS, this Agreement is made under the authority of Chapter 791 of the Texas Government Code, the parties agree as follows:

Section 1. Definitions

1. Jail Services – means all services legally necessary to provide for the confinement in the County Jail of persons accused or convicted of an offense.
2. Housing – For the purposes of this agreement, a “day” is a calendar day as assessed from 12:00am to 11:59pm, regardless of the amount of time the prisoner is housed during that calendar day.
3. CITY Prisoner – means all persons who are in the custody of an officer of the CITY Police Department and who are charged with or convicted of an offense in the Municipal Court of the CITY.

Section 2. Term

1. The term of this Agreement shall be from October 1, 2025 to September 30, 2026. Unless terminated earlier pursuant to the terms of this Agreement, this Agreement shall automatically renew for successive one (1) year periods.
2. This Agreement may be terminated by either Party if the other Party is in default of any term or provision of this Agreement, provided that the non-defaulting Party sends written notice of the default to the defaulting Party and provides a seven (7) day cure period. Such notice shall specify that if the default is not cured within such period, this Agreement shall automatically terminate upon the expiration of such period and without further notice to the defaulting Party. In the absence of a default, either Party may terminate this Agreement without cause by providing 30 days' written notice to the other Party.

Section 3. Jail Fees

1. For each day a CITY prisoner is incarcerated in the COUNTY jail, the CITY shall reimburse the COUNTY at the current per diem rate as established by the Parker COUNTY Commissioner's Court on October 1 of each year, plus a five-dollar facility fee. This shall be considered the "daily rate".
2. The COUNTY will notify the CITY 90 days prior to an expected per diem rate increase.
3. The COUNTY will maintain an accurate record of the days each CITY prisoner is housed in the COUNTY jail and shall bill the CITY each month. The CITY shall pay such bills within 30 days of receipt.
4. In the event that a prisoner has additional charges out of any COUNTY, state, or federal court, the CITY shall not be required to pay the daily rate unless the additional charges are resolved and the prisoner remains in custody only on CITY charges. The CITY shall be charged a daily rate beginning the next calendar day after all other charges are resolved.

Section 4. Jail Services

1. Detention Services: The COUNTY will accept and provide for the secure custody, care, and safekeeping of CITY prisoners in accordance with state and local laws, standards, policies, procedures, and court orders applicable to the operations of the Parker County Jail. The COUNTY shall be responsible for the classification of all prisoners within the Parker County Jail.
2. Management: The CITY agrees that the COUNTY shall have sole decision making authority in the management of the Parker County Jail and oversight of CITY prisoners.
3. Right of Refusal: The parties agree that the COUNTY, in consultation with the Parker County Sheriff or their designee, shall have the right to refuse to accept or to continue to accept and house a person if the Sheriff, or their designee, in their sole discretion, determines that the person should not be housed in the Parker County Jail.
4. Receipt of Prisoner:
 - a. The CITY agrees that CITY police officers will abide by all rules, laws, and restrictions governing the Parker County jail.
 - b. The CITY agrees that prior to presentation at the jail of a CITY prisoner, any medical concerns or issues will be addressed by proper medical staff at the hospital

or other medical services and will present to jail staff documentation of said services and medical release.

- c. The CITY agrees that CITY prisoners will be properly searched by CITY police officers and all contraband removed from the possession of the CITY prisoner prior to admittance into the jail facility.
 - d. The CITY agrees that jail staff will only accept a small amount of personal property of a CITY prisoner including a cell phone, wallet, watch, jewelry, purse, and the like. Any other personal property will be retained by the CITY police officer and safeguarded per the CITY's policies.
 - e. The CITY agrees that CITY police officers shall fill out and file any necessary paperwork or documents prior to leaving the jail facility and before jail staff accepts custody of the CITY prisoner.
 - f. The CITY agrees that jail staff has the right to refuse a CITY prisoner if, in their opinion, the jail staff believes that the CITY prisoner needs medical treatment / services or poses a safety threat to themselves or others.
 - g. The Sheriff of Parker County shall not be required by this contract to accept into the jail or retain in the jail any CITY prisoner when to do so would place the jail in violation of any state or federal law, standard, or regulation, including those concerning jail population.
5. Booking and Release:
- a. Once the CITY prisoner is accepted by jail staff, the COUNTY agrees to provide the following jail services:
 - i. Safe and suitable housing for CITY prisoners as outlined in Section 351 of the Texas Local Government Code;
 - ii. Limited on-site medical services as provided by certified or licensed medical staff;
 - iii. Food, clothing, and other essential items according to the Parker COUNTY jails' then-current policy;
 - iv. Process intake and release, including the acceptance of the appropriate fines and / or bonds, of the CITY prisoner for CITY charges.
 - b. The COUNTY agrees to hold the CITY prisoner in custody until the prisoner's release is authorized by:
 - i. A lawful order by a Court of competent jurisdiction; or
 - ii. Required in compliance with a Writ of Habeas Corpus; or
 - iii. Fines are paid or bond is furnished; or
 - iv. Authorized by the Chief of Police or his designee; or
 - v. Required for necessary medical treatment and / or hospitalization; or
 - vi. Otherwise as required by law or any lawful purpose.
 - c. The CITY shall be responsible for transporting CITY prisoners to and from the CITY municipal court.
6. Damage by CITY Prisoner:
- a. The COUNTY shall hold the CITY harmless for damage to property or persons caused by any CITY prisoner while in custody and incarcerated in the Parker COUNTY Jail.
 - b. The CITY shall hold the COUNTY harmless for damage to property or persons caused by any CITY prisoner while in the custody of a CITY police officer.

Section 5. Medical Services and Transport

1. Should the need arise for an in-custody transport for emergency medical treatment or other emergency services of a CITY prisoner, the on-duty jail supervisor and on-duty police department supervisor will determine if releasing the prisoner is the best possible alternative.
2. If the police department does not agree that the prisoner should be released and an emergency transport occurs, the police department shall respond to the medical facility where the prisoner is transported and take custody of the prisoner. For non-emergency medical transports, the police department shall respond to the jail without delay and transport the prisoner to the respective medical facility.
3. In the event that an in-custody emergency transport is deemed necessary, the following shall apply:
 - a. Jail staff shall arrange for transport to the appropriate facility.
 - b. The jail will provide guard(s) as needed for the escort/transport to the facility for a maximum time of one hour beginning at the initial dispatch time.
 - c. The police department shall provide a relief officer within one hour of initial dispatched time or will arrange to release the inmate prior to that time.
 - d. The police department will make every effort to relieve jail staff in the timeliest manner, regardless of the one-hour maximum time allowed for response.
 - e. If the police department cannot take custody of the prisoner within the one-hour timeframe, the CITY will be billed at the current guard hire rate set by the Parker COUNTY Commissioner's Court for each 15 minutes that jail staff guard the prisoner past the initial hour allotted.
4. The Parker COUNTY jail nor the CITY police department may consent to medical treatment of a prisoner nor admit or sign a prisoner into a hospital or medical facility or otherwise assume financial responsibility.
5. The prisoner shall be responsible for their own medical bills and such medical, emergency and ambulance transport service charges.
6. This agreement is not intended to relieve the prisoner or third parties, who by contract or law may be primarily responsible for the expense of a prisoner's medical treatment, or from their obligation to pay such expenses for treatment, nor by this agreement does either the CITY or the COUNTY assume any obligation for the expense of medical treatment for any person that is not already imposed by general law. Both the CITY and the COUNTY reserve the right to obtain reimbursement for payments made for the medical treatment of prisoners from those persons, including the prisoner, who are primarily obligated to pay for or furnish such treatment.
7. In the event that the COUNTY incurs any costs associated with medical treatment of a CITY prisoner, said costs shall be billed to and paid by the CITY.

Section 6. Representation

1. To the extent allowed by law, COUNTY agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all COUNTY employees and agents. To the extent allowed by law, CITY agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all CITY employees and agents.

2. COUNTY and CITY agree that any such liability or damages as stated above occurring during the performance of this Agreement caused by the joint or comparative negligence of their employees, agents, or officers shall be determined in accordance with comparative responsibility laws of the State of Texas.
3. COUNTY understands and agrees that COUNTY, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of CITY.
4. CITY understands and agrees that CITY, its employees, servants, agents, and/or representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of COUNTY.

Section 7. Notice

Any notice or communication under this Agreement must only be made to the following:

City Administrator
City of Willow Park, Texas
120 El Chico Trl
Willow Park, Texas 76087

County Judge
Parker County
One Courthouse Square
Weatherford, Texas 76086

Section 8. Termination

1. Termination without cause: Either PARTY may terminate this Agreement with or without cause by providing the other PARTY with thirty (30) days' written notice of such termination. Upon the mutual consent of the PARTIES, the requirement for thirty (30) days' written notice for early termination may be waived.
2. Termination for cause: Either PARTY may terminate this Agreement, in whole or in part, at its sole discretion, for the following reasons:
 - a. Lack of, or reduction in, funding or resources of either Party; or
 - b. Non-Performance of either PARTY of the specifications of this Agreement or non-compliance with the terms of this Agreement.
3. Termination for non-appropriation of funds: Either PARTY shall have the right to terminate this Agreement at the end of each fiscal year or end of the special revenue fund or grant during the Term, as defined in Section 2.
4. In the event of notice of termination under this section, CITY shall be obligated to pay such payments as are required by this Agreement through the date of termination. COUNTY shall be obligated to provide services pursuant to this Agreement, through the date of termination. In the event the Agreement is terminated, both the COUNTY and the CITY agree to return any property to the respective owners.

Section 9. Sole Agreement

1. This Agreement represents the entire agreement between COUNTY and CITY and supersedes all prior negotiations, representations, and/or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the governing bodies of both COUNTY and CITY or those authorized to sign on behalf of those

governing bodies.

Section 10. Venue

1. The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the Parties hereto, shall be governed by the laws of the State of Texas. Further, this Agreement shall be performable in Parker County, Texas.

Section 11. Severance

1. In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the Parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

Section 12. Third Party

1. The Parties do not enter into this Agreement to protect any specific third party. The intent of this Agreement excludes the idea of a suit by a third-party beneficiary.

Section 13. Immunity Retained

1. The Parties to this Agreement agree that the Parties are entering into this Agreement in the performance and pursuant to their governmental functions for the health, safety, and welfare of the citizens of Willow Park, Texas, Parker County, the general public, and the State of Texas, and nothing contained within this Agreement shall be a waiver of their sovereign or governmental immunity under Texas law to the extent any Party may have immunity under Texas law.

Section 14. Joint Venture & Agency

1. The relationship between the Parties to this Agreement does not create a partnership or joint venture between the Parties. This Agreement does not appoint any Party as agent for the other Party.

Section 15. Interlocal Agreement Representations

1. By execution of this Agreement, each Party represents to the other that:
 - a. In performing its duties and obligations hereunder, it will be carrying out one or more governmental functions or services which it is authorized to perform;
 - b. The undersigned officer or agent of the Party has been properly authorized by that Party's governing body to execute this Agreement and that any necessary resolutions extending such authority have been duly passed and are now in effect;
 - c. All payments required or permitted to be made by a Party will be made from current revenues available to the paying Party; and

- d. All payments provided to be made hereunder by one Party to the other shall be such amounts as to fairly compensate the other Party for the services or functions performed hereunder.

EXECUTED this ____ day of _____, 2025.

PAT DEEN
COUNTY JUDGE OF PARKER COUNTY

EXECUTED this ____ day of _____, 2025.

TERESA PALMER
MAYOR OF WILLOW PARK, TEXAS

APPROVED as to content:

RUSS AUTHIER
SHERIFF OF PARKER COUNTY

RAY LACY
POLICE CHIEF OF WILLOW PARK, TEXAS