

# **CITY OF WILLOW PARK BUDGET CALENDAR**

## **FISCAL YEAR 2025 - 2026**

**JUNE 24:** City Council Budget Workshop on all Enterprise Funds

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

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

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

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

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

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

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

*The notice of budget public hearing may not be published earlier than the 30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

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

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

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

**SEPTEMBER 10:** COUNCIL WILL CONDUCT PUBLIC HEARING ON TAX RATE;  
FOLLOWING THE PUBLIC HEARING, COUNCIL VOTES TO ADOPT TAX  
RATE