



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: September 23, 2025	Department: City Secretary Office	Presented By: Deana McMullen
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AGENDA ITEM

Discussion and Action to consider approval of a Resolution to submit candidate director nominations for Parker County Appraisal District for terms expiring December 31, 2025.

BACKGROUND:

The appraisal district is governed by a board of nine (9) directors. Of these, five (5) directors are appointed by the taxing units that participate in the district, in the manner prescribed by Section 6.03 of the Texas Property Tax Code. The current terms of two (2) appointed directors will expire on December 31, 2025.

The Chief Appraiser will administer the selection process as required. (See letter from Troy Hanson, Chief Appraiser)

The directors with terms expiring December 31, 2025, are:

- Richard Barret
- Jerry Durant

The City of Willow Park has a total of 22 votes that can be used as all to one nominee or split between them.

The action needed for this meeting will be to nominate a candidate. Voting will occur at a later date. Ballots will be sent to us in late October to be voted on at the November meeting.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Motion:: I move to approve a Resolution to nominate the following as candidate/s for membership on the Parker County Appraisal District Board of Directors _____.

EXHIBITS:

Letter from Parker County Chief Appraiser, Tony Hanson
City of Willow Park Resolution 924-25

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



Troy Hanson, Chief Appraiser

September 5th, 2025

RE: Written Notice of Appraisal District Board of Directors (Nomination) Election

The appraisal district is governed by a board of nine (9) directors. Of these, five (5) directors are appointed by the taxing units that participate in the district, in the manner prescribed by Section 6.03 of the Texas Property Tax Code. The current terms of two (2) appointed directors will expire on December 31, 2025.

The law requires the Chief Appraiser to administer the selection process as outlined below:

1. Voting Entitlement – Before October 1

The Chief Appraiser notifies each taxing unit entitled to participate in the selection process of the number of votes it may cast and requests candidate nominations by resolution.

2. Nominations Deadline – Before October 15 (Requires action from Taxing Unit)

Each taxing unit submits its director nominations by resolution to the Chief Appraiser.

3. Ballots – Before October 30

The Chief Appraiser delivers a ballot listing all nominees, in alphabetical order, to the voting units.

4. Voting Deadline – Before December 15 (Requires action from Taxing Unit)

Each taxing unit submits its vote by resolution to the Chief Appraiser.

5. Results – Before December 31

The Chief Appraiser counts the votes, declares the candidates who receive the largest vote totals as elected, and notifies both the taxing units and the candidates of the results.

Each voting taxing unit may nominate one candidate for each position to be filled. Two (2) seats will be filled for a term beginning January 1, 2026. Your taxing unit may nominate one (1) to two (2) candidates.

The following five (5) individuals currently serve as appointed members:

Terms expiring December 31, 2025

- Richard Barret
- Jerry Durant

Terms expiring December 31, 2027

- John Hinton
- Cody Lane
- Sterling Naron

To be eligible to serve on the Board of Directors, an individual must have been a resident of the appraisal district for the preceding two (2) years prior to January 1, 2026. An employee of a taxing unit participating in the appraisal district may not serve as a director. Additional eligibility requirements are listed in Section 6.03 of the Texas Property Tax Code.

Nominations must be made in an open meeting of your governing body, and the presiding officer must submit the names of the nominees by written resolution to the Chief Appraiser before October 15.

Voting Entitlement – Delivered to Taxing Unit Before October 1

TAXING UNIT	NUMBER OF VOTES
ALEDO ISD	372
AZLE ISD	122
BROCK ISD	88
GARNER ISD	12
GRANBURY ISD	6
LIPAN ISD	4
MILLSAP ISD	40
MINERAL WELLS ISD	0
PEASTER ISD	50
PERRIN-WHITT ISD	4
POOLVILLE ISD	18
SPRINGTOWN ISD	112
WEATHERFORD ISD	402
CITY OF ALEDO	18
CITY OF AZLE	14
CITY OF FORT WORTH	26
CITY OF MILLSAP	0
CITY OF MINERAL WELLS	2
CITY OF RENO	8
CITY OF SANCTUARY	0
CITY OF SPRINGTOWN	12
CITY OF WEATHERFORD	96
CITY OF WILLOW PARK	22
PARKER COUNTY	418
WEATHERFORD COLLEGE	146

Please submit candidate nominations before October 15, 2025, by email to thanson@parkercad.org. A sample resolution is enclosed for your convenience. Please include each candidate's full name, address, and contact information. If you have any questions about this process, please do not hesitate to contact me.

Respectfully,



Troy Hanson
Chief Appraiser

**RESOLUTION ____ NOMINATING CANDIDATES FOR THE PARKER COUNTY
APPRAISAL DISTRICT BOARD OF DIRECTORS, PARKER COUNTY, TEXAS**

Be it remembered that at an open meeting of the Willow Park City Council of a Political subdivision of the State of Texas, held on the 23rd day of September, of the year 2025, said meeting having been duly called in accordance with the laws of the State of Texas and the rules and regulations of the governing body of Willow Park, and a quorum having been present at said meeting, upon motion duly made and seconded, the following resolution was adopted, to wit:

WHEREAS, section 6.03 of the Texas Property Tax Code provides that each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the Board of Directors of the Parker County Appraisal District; and

WHEREAS, the City of Willow Park is a taxing unit that is entitled to vote for candidates for membership on the Parker County Appraisal District Board of Directors of Parker County, Texas and desires to make nomination as provided by Section 6.03 of the Texas Property Tax Code;

BE IT THEREFORE RESOLVED, that the City of Willow Park City Council does hereby nominate the following as candidate/s for membership on the Parker County Appraisal District Board of Directors:

1. _____
2. _____

Passed and Approved this the 23rd day of September of the year 2025.

Mayor Teresa Palmer

ATTEST:

Deana McMullen, City Secretary