



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Finance

**DCM:** Bryan Langley

**DATE:** October 10, 2017

### **SUBJECT**

Consider approval of a resolution nominating members to the Board of Directors of the Denton Central Appraisal District; and declaring an effective date.

### **BACKGROUND**

The Denton Central Appraisal District (DCAD) has notified the City that the term for members on the current DCAD Board of Directors expires December 31, 2017. Therefore, DCAD is seeking nominations from taxing jurisdictions in the district. The City Council can make up to five nominations for the Board of Directors. Once nominations from all taxing jurisdictions are received by DCAD, a ballot will be sent to the City. The City Council will then cast their vote to elect a member at the December 5, 2017, City Council meeting. The current Board of Directors is as follows:

Charles Stafford - Chairman  
Connie Smith – Vice Chairman  
David Terre – Secretary  
Mike Hassett – Member  
Robert Gallagher – Member  
Michelle French – Ex Officio Member

Board members serve two-year terms, and all five board member positions are subject to the nomination process every two years. The number of votes a taxing unit has is determined by their proportional share of the total levy in the district from the prior tax year. There are a total of 5,000 votes throughout the district. One thousand votes are the maximum number needed to elect a local representative/nominee to the Board of Directors. In 2015, the City of Denton cast 192 votes for Charles Stafford to serve on the DCAD Board of Directors. This year, the City has 191 votes and DISD has 658 votes. The following is a summarization of DCAD's nomination process.

Prior to October 1st - DCAD notifies taxing entities of the number of votes they are entitled to cast for appointing board members.

Prior to October 15th - Nominations are submitted to DCAD by each jurisdiction.

Prior to October 30th - DCAD compiles a comprehensive list of the nominees and forwards to each taxing unit in the form of a ballot.

Prior to December 15 - The taxing jurisdictions choose by written resolution the candidate (s) of their choice. The jurisdiction then submits the name (s) and the votes cast to DCAD.

Prior to December 31st - DCAD tabulates the votes and forwards the results back to the jurisdictions. The five candidates that receive the most votes become the Board of Directors as of January 1st.

***Eligibility Guidelines:***

The selection process is set forth in Section 6.03 of the Property Tax Code. This process is not an “election” governed by the Texas Election Code. It is an independent procedure unique to the property tax system. An appraisal district director must reside in the appraisal district for at least two (2) years immediately preceding the date he or she takes office. Most residents are eligible to serve as a director. An individual that is serving on the governing body of a city, county, or school district is eligible to serve as an appraisal district’s director. An employee of a taxing unit served by the appraisal district is not eligible to serve as a director. However, if the employee is an elected official, he or she is eligible to serve.

**RECOMMENDATION**

Staff has included a resolution voting for Mr. Charles Stafford and Mr. David Terre to be nominated for the DCAD Board of Directors. Mr. Stafford and Mr. Terre are both current board members. If the City Council would like to vote for different or additional nominees, this item can be amended by City Council action.

**STRATEGIC PLAN RELATIONSHIP**

The City of Denton’s Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:   Organizational Excellence**  
**Related Goal:               1.1 Manage financial resources in a responsible manner**

**EXHIBITS**

- Exhibit 1 – Agenda Information Sheet
- Exhibit 2 – DCAD Memo
- Exhibit 3 – Resolution

Respectfully submitted:  
Chuck Springer, 940-349-8260  
Director of Finance