



DENTON **C**ENTRAL **A**PPRAISAL **D**ISTRICT
3911 MORSE STREET, P O BOX 2816
DENTON, TEXAS 76202-2816

M E M O

TO: Denton County, School Districts and Cities That Levy a Tax
FROM: Joe Rogers, Chief Appraiser
SUBJECT: Request for Nominations for DCAD Board of Directors
DATE: September 1, 2011

It is time again for the taxing jurisdictions to select five individuals to serve as the DCAD Board of Directors. Each jurisdiction may nominate up to five people to be considered for the Board of Directors. According to Section 6.03 of the Property Tax Code, it is the chief appraiser's responsibility to initiate this process, which is the purpose of this memo.

Please note that a chief appraiser does not have the authority, or the duty, to investigate, or judge the qualifications of the nominees. Further, a chief appraiser can not extend the deadline for receiving nominations.

Attached is a nominee form. Please return a form for each nominee by October 15, 2011.

CALENDAR FOR APPOINTMENTS:

1. Prior to October 1st - Each jurisdiction will be advised of the number of votes they are entitled to cast for Board members. (See Attached)
2. Prior to October 15th - The governing body of each jurisdiction may nominate up to five candidate(s) to the DCAD Board of Directors. The number of votes that each jurisdiction has is not relevant in the initial nomination phase.
3. Prior to October 30th - A comprehensive list of the nominees will be compiled and this information will be sent to the taxing jurisdictions in the form of a ballot.
4. Prior to December 15th - The taxing jurisdictions choose by written resolution the candidate, or candidates, of their choice. The jurisdictions then submit the names of their candidates and the votes they cast for each candidate prior to the December 15th deadline.
5. Prior to December 31st - A tabulation of the votes will be forwarded to the jurisdictions. The five candidates that have received the most votes become the Board of Directors as of January 1st.

SELECTING A NOMINEE

AUTHORITATIVE 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.

ELIGIBILITY - An appraisal district director must reside in the appraisal district for at least two 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.

A statute relevant to the Board selection process prohibits nepotism and conflict of interest for appraisal district directors and chief appraisers. In summary, the law states that:

....."a person may not serve as director if closely related to anyone in the appraisal district or if related to anyone who represents owners in the district, or if the person has an interest in a business that contract with the district or a taxing unit. A chief appraiser may not employ someone closely related to a member of the board of directors".

FREQUENCY OF MEETINGS - The applicable statutes require the board of directors to meet at least once each calendar quarter.

DENTON CENTRAL APPRAISAL DISTRICT
2011 DISTRIBUTION OF VOTES

<u>JURISDICTIONS</u>	<u>2010 LEVY</u>	<u>%OF TOTAL LEVIES</u>	<u>NUMBER OF VOTES</u>
SCHOOL DISTRICTS:			
S01 ARGYLE ISD	\$15,161,949.94	1.3406%	67
S02 AUBREY ISD	\$8,487,495.76	0.7505%	38
S03 CARROLLTON-FB ISD	\$37,461,694.37	3.3124%	165
S04 CELINA ISD	\$318,735.83	0.0282%	1
S05 DENTON ISD	\$145,566,244.65	12.8710%	643
S15 ERA ISD	\$2,620.51	0.0002%	1
S06 FRISCO ISD	\$60,515,182.85	5.3507%	268
S07 KRUM ISD	\$11,496,128.60	1.0165%	51
S08 LAKE DALLAS ISD	\$20,498,524.19	1.8125%	91
S09 LEWISVILLE ISD	\$324,234,963.27	28.6688%	1431
S10 LITTLE ELM ISD	\$25,899,556.82	2.2900%	114
S11 NORTHWEST ISD	\$64,667,713.56	5.7179%	285
S12 PILOT POINT ISD	\$5,653,375.12	0.4999%	25
S13 PONDER ISD	\$12,678,719.83	1.1211%	56
S17 PROSPER ISD	\$816,788.09	0.0722%	4
S14 SANGER ISD	\$9,707,417.01	0.8583%	43
S16 SLIDELL ISD	\$553,062.64	0.0489%	2
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SCHOOL DISTRICTS TOTALS	\$743,720,173.04	65.760%	3285
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G01 DENTON COUNTY	\$145,355,137.26	12.85%	641
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<u>JURISDICTIONS</u>	<u>2010 LEVY</u>	<u>%OF TOTAL LEVIES</u>	<u>NUMBER OF VOTES</u>
CITIES:			
C26 TOWN OF ARGYLE	\$1,612,430.17	0.1426%	7
C01 CITY OF AUBREY	\$767,047.79	0.0678%	3
C31 TOWN OF BARTONVILLE	\$454,925.33	0.0402%	2
C02 CITY OF CARROLLTON	\$27,488,423.90	2.4305%	122
C49 CITY OF CELINA	\$562.02	0.0000%	1
C03 CITY OF THE COLONY	\$14,578,731.96	1.2890%	64
C21 TOWN OF COPPELL	\$674,471.52	0.0596%	3
C27 TOWN OF COPPER CANYON	\$541,795.44	0.0479%	2
C04 CITY OF CORINTH	\$8,196,212.93	0.7247%	36
C47 CITY OF CORRAL CITY	\$13,156.02	0.0012%	1
C20 CITY OF DALLAS	\$7,363,017.49	0.6510%	33
C05 CITY OF DENTON	\$43,917,640.10	3.8832%	193
C42 CITY OF DISH	\$66,418.84	0.0059%	1
C30 TOWN OF DOUBLE OAK	\$746,401.52	0.0660%	3
C07 TOWN OF FLOWER MOUND	\$30,512,075.45	2.6979%	135
C36 CITY OF FORT WORTH	\$8,012,001.74	0.7084%	35
C32 CITY OF FRISCO	\$23,039,457.16	2.0371%	102
C39 CITY OF GRAPEVINE	\$168.26	0.0000%	1
C22 TOWN OF HACKBERRY	\$93,947.30	0.0083%	1
C38 CITY OF HASLET	\$2,523.99	0.0002%	1
C19 TOWN OF HICKORY CREEK	\$1,308,108.27	0.1157%	6
C08 CITY OF HIGHLAND VILLAGE	\$9,415,302.02	0.8325%	42
C09 CITY OF JUSTIN	\$1,309,294.75	0.1158%	6
C18 CITY OF KRUGERVILLE	\$339,575.82	0.0300%	2
C10 CITY OF KRUM	\$1,317,160.32	0.1165%	6
C11 CITY OF LAKE DALLAS	\$2,326,408.29	0.2057%	10
C25 CITY OF LAKEWOOD VILLAGE	\$188,209.25	0.0166%	1
C12 CITY OF LEWISVILLE	\$28,128,620.76	2.4871%	123
C13 TOWN OF LITTLE ELM	\$9,916,020.19	0.8768%	44
C33 TOWN OF NORTHLAKE	\$793,277.61	0.0701%	4
C24 CITY OF OAK POINT	\$1,455,706.19	0.1287%	6
C14 CITY OF PILOT POINT	\$1,324,558.43	0.1171%	6
C29 CITY OF PLANO	\$4,113,020.14	0.3637%	18
C15 TOWN OF PONDER	\$433,534.08	0.0383%	2
C48 CITY OF PROSPER	\$168,750.84	0.0149%	1
C17 CITY OF ROANOKE	\$3,663,679.92	0.3239%	16
C16 CITY OF SANGER	\$2,327,928.69	0.2058%	10
C34 TOWN OF SHADY SHORES	\$647,695.86	0.0573%	3
C37 CITY OF SOUTHLAKE	\$574,353.25	0.0508%	3
C28 CITY OF TROPHY CLUB	\$4,057,201.55	0.3587%	18
C44 CITY OF WESTLAKE	\$2,164.94	0.0002%	1
CITY TOTAL	\$241,891,980.10	21.39%	1074
TOTAL ALL JURISDICTIONS	\$1,130,967,290.40	100.00%	5000

NOMINATION FORM

Please return this form to DCAD no later than October 15, 2011. Reminder...your jurisdiction may nominate up to five candidates to the Denton Central Appraisal District Board of Directors.

Please include the address and phone number of your nominees.

Name of your jurisdiction: _____

Name of nominee:

Name _____

Address _____

City _____ Zip _____

Phone # (____) _____ - _____

Return this form to:

Kathy Williams
Denton Central Appraisal District
P.O. Box 2816
Denton, TX 76202