



STAFF REPORT

MEETING DATE:	September 15, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Discuss and consider Resolution R2025-09-1283 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS NOMINATING CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS OF DALLAS CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Cynthia Olguin

Background Information

The Dallas Central Appraisal District (DCAD) has notified us that it is time to appoint two members to the DCAD Board of Directors for terms expiring on December 31, 2025. A taxing unit is not required to submit nominations, but if it chooses to do so, the nomination must be made by resolution.

DCAD has provided a timeline outlining key dates in this process. The first step is to submit a nominee for consideration for the position before October 15.

Before October 30, the Chief Appraiser will prepare a ballot listing the nominated candidates and deliver the ballot to the taxing units eligible to vote.

Before December 12, the taxing unit is entitled to vote by resolution.

Before December 31, the Chief Appraiser will declare the two candidates who received the largest cumulative vote totals as elected.

Qualifications

To qualify, the nominee(s) must be a resident of Dallas County and shall have resided in Dallas County for at least two years prior to the date such person takes office (January 1, 2026) and must satisfy the requirements of Section 6.035 of the Tax Code (see attached).

The nominee must submit the following document to the Dallas Central Appraisal District Taxing Unit by October 15, 2025.

- Nominee Information Questionnaire
- Acknowledgement of Director's Duties
- Biography or resume

New Requirement

Due to new legislation passed in the 89th Texas Legislature, House Bill 148, Texas Tax Code Section 6.0302 provides that an individual may not be appointed to or be a candidate for appointment to an appointive position on the Board of Director of the Appraisal District unless the individual has signed the

acknowledgement prescribed by Texas Property Tax Code Section 6.0302 (c) and has submitted the signed acknowledgement to the chief appraiser.

Therefore, any individuals that are to be nominated must sign and submit the attached Acknowledgement of Director's Duties.

Staff Recommendation

1. The council may nominate one or two individuals by resolution and submit the resolution to the Dallas Central Appraisal District before October 15, 2025.
2. The nominee must submit to the Chief Appraiser:
 - Nominee Information Questionnaire
 - Acknowledgement of Director's Duties
 - Biography or resume

Supporting Documentation and Attachments

1. Letter from Dallas Central Appraisal District Chief Appraiser
2. Acknowledgment of Duties of Member of Appraisal District Board of Directors
3. Nominee Information Questionnaire - DCAD
4. Voting Entitlement List