Travis Central Appraisal District

Board of Director's Meeting
December 18, 2019
11: 00 a.m.

Prepared: December 16, 2019
Revised: December 16, 2019
Revised: December 17, 2019

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
TOM BUCKLE
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
JAMES VALADEZ
SECRETARY/TREASURER

MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
THERESA BASTIAN
BRUCE ELFANT
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA
BLANCA ZAMORA-GARCIA

TRAVIS CENTRAL APPRAISAL DISTRICT, 2ND FLOOR, 8314 CROSS PARK DRIVE, AUSTIN, TEXAS 78754.

AGENDA
REGULAR MEETING - WEDNESDAY, DECEMBER 18, 2019 – 11:00AM

1. CALL TO ORDER
2. ESTABLISHMENT OF QUORUM
3. CITIZENS COMMUNICATION - This is an opportunity for the public to address the Board on a subject within the Board's jurisdiction that is not listed as a separate item on the Board's meeting agenda. To be eligible to speak to the Board, persons must complete a Speaker Registration Form and submit it to the Board's presiding officer before the meeting begins. State law does not allow the Board to deliberate on any item that is not listed on its agenda, and limits any Board action to making a statement of fact or policy about the topic; or direct that the topic be placed on a future agenda. The Board's presiding officer limit the time allotted to each speaker to three minutes. **Persons wishing to address the Board on an item that is listed on the agenda may do so when that item is considered by the Board.**

4. CONSENT AGENDA - These items may be acted upon by one motion. No separate discussion or vote on any of the items will be had unless requested by a Board member.
   a. APPROVAL OF THE MINUTES OF THE NOVEMBER 13, 2019 MEETINGS
   b. TAXPAYER LIAISON REPORT
   c. SECTION 25.25B REPORT
   d. ACCOUNTING STATEMENTS
   e. LINE ITEM TRANSFERS
   f. PERSONNEL REPORT
5. REGULAR AGENDA
   a. DISCUSSION AND POSSIBLE ACTION ON REVISIONS AND UPDATES TO THE BOARD'S OPERATING POLICY
   b. DISCUSSION AND POSSIBLE ACTION ON 2020 PROTEST SEASON PROCESSES, INCLUDING POSSIBLE CHANGES TO THE INFORMAL MEETING PROCESSES FROM THE 2019 PROTEST SEASON
   c. DISCUSSION AND POSSIBLE ACTION ON BUDGET AMENDMENTS
   d. DISCUSSION AND POSSIBLE ACTION ON 2020-2022 APPRAISAL SERVICES CONTRACT – CAPITOL APPRAISAL GROUP
   e. DISCUSSION AND POSSIBLE ACTION ON CHIEF APPRAISER REPORT, TO INCLUDE: 2020 FIELD WORK, 850 EAL RENOVATION STATUS
   f. DISCUSSION AND POSSIBLE ACTION ON CHIEF APPRAISER'S EMPLOYMENT CONTRACT
   g. DISCUSSION AND POSSIBLE ACTION ON CHIEF APPRAISER'S PERFORMANCE REVIEW
   h. DISCUSSION AND POSSIBLE ACTION ON APPEALS REPORT AND LITIGATION UPDATE
   i. DISCUSSION AND POSSIBLE ACTION TO ADD ITEMS TO FUTURE AGENDAS
   j. ADJOURNMENT

THE BOARD MAY MEET IN EXECUTIVE SESSION TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 *et seq* [THE TEXAS OPEN MEETING ACT] INCLUDING:

SEC. 551.071;	Consultation with attorney regarding pending or contemplated litigation, settlement offers, and matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
SEC. 551.072;	Deliberations regarding real property
SEC. 551.074;	Personnel matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser or other public officer or employee; or to hear a complaint or charge
SEC. 551.076;	Deliberations regarding security devices

The Travis Central Appraisal District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-834-9317 extension 313 for information. For a sign language interpreter, please call 48 hours prior to meeting.

CERTIFICATE OF POSTING

I, Leana Mann, Director of Operations of the Travis Central Appraisal District, do hereby certify that on the 13th day of December 2019, by three o'clock pm this Notice of Meeting was posted at the District's Offices, located at 8314 Cross Park Drive, Austin, Texas 78754. This Notice of Meeting was posted in a place readily accessible to the general public at all times for 72 continuous hours prior to the meeting, filed with the Travis County Clerk for posting by the Clerk at the Travis County Courthouse, and posted on the District's website.

By: Leana H. Mann
Printed Name: Leana Mann
Title: Director of Operations

Came to hand and posted on a Bulletin Board in the Courthouse, Austin, Travis County, Texas on this the 13 day of December 2019.
Dana DeBeauvoir
County Clerk, Travis County, Texas
By E. Medina Deputy
E. MEDINA

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS
Dana DeBeauvoir
Dana DeBeauvoir, County Clerk
Travis County, Texas

201981761

Dec 13, 2019 10:55 AM
Fee: $3.00 MEDINAE

AGENDA ITEM #4A

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
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RYAN STEGLICH
FELIPE ULLOA

TCAD - BOARD OF DIRECTORS
MINUTES OF THE NOVEMBER 13, 2019 MEETING

1. Call to order

2. Establishment of Quorum

Tom Buckle called to order the regular meeting of the Travis Central Appraisal District Board of Directors (BOD) and recognized a quorum was present at 11:00 AM on November 13, 2019 at 8314 Cross Park Dr., Austin, TX 78754. Board members present were Tom Buckle, Chairperson, Bruce Grube, Vice Chairperson, James Valadez, Secretary, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Bruce Elfant, Ryan Steglich, Theresa Bastian, and Anthony Nguyen. Also present were Marya Crigler, Chief Appraiser, Leana Mann, Director of Operations, and Dustin Banks, In-house Counsel.

3. Citizens Communication

The Board of Directors heard from the following citizens:

- JP Krueger, Five Stone Tax Advisors
- David Bawcom, Texas Protax Austin
- Debra Bawcom, Texas Protax Austin
- Bill Aleshire, Attorney for Texas Protax Austin
- Honorable Tim Sulak, Travis County Local Administrative Judge

4. Consent Agenda

a. Approval of the minutes of the August 27, 2019 meetings
b. Taxpayer liaison report
c. Accounting statements
d. Personnel report

MOTION: Approve consent agenda
RESULT: APPROVED ON CONSENT [UNANIMOUS]
MOVER: Bruce Grube **SECONDER**: Eleanor Powell

AYES: Tom Buckle, Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

At 11:26 AM, the Board moved to executive session; TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 et sec [THE TEXAS OPEN MEETING ACT] INCLUDING:

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SEC. 551.071; Consultation with attorney regarding pending or contemplated litigation, settlement offers, and matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
SEC. 551.074; Personnel matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser or other public officer or employee; or to hear a complaint or charge.
SEC. 551.076; Deliberations regarding security devices

At 12:16 PM, the Board resumed the public session and returned to Item 5A.

5A. Discussion and action on board operating policies.

RESULT: No action taken. Add to next meeting agenda. Directed Trish Carls, the Board of Director's General Counsel, to revise the operating policies with the following changes:
1. Remove the exception on page 25 that prohibits for public comment at work sessions.
2. Revise the policy to allow for citizen's communication for any item not on the agenda at the beginning of the meeting and citizen's communication for any item on the agenda before each agenda item.

5B. Introduction of Investment Advisory Company

RESULT: Members of the Board heard from Linda Patterson of Patterson & Associates.

5C. Discussion and Action on Investment Policy Revisions.

MOTION: **Approve Investment Policy Revisions**
RESULT: APPROVED [UNANIMOUS]
MOVER: Ryan Steglich **SECONDER**: Felipe Ulloa

AYES: Tom Buckle, Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

5D. Appraisal Review Board Chair & Chief Appraiser Joint Report

CITIZEN COMMUNICATION: Bill Aleshire, Attorney for Texas Protax Austin and J.P. Krueger, Five Stone Tax Advisors

Members of the Board heard from Marya Crigler, Chief Appraiser and Betty Thompson, Appraisal Review Board Chairperson
RESULT: Discussed

Tom Buckle, Chairperson left the meeting. Bruce Grube, Vice Chairperson conducted the remainder of the meeting as Chairperson.

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5E. Discussion and Action on Appraisal Review Board per diem

MOTION: Adopt the 2020 Appraisal Review Board pay scale as presented
RESULT: **APPROVED**
MOVER: Theresa Bastian **SECONDER:** Ryan Steglich

AYES: Bruce Grube, Felipe Ulloa, Theresa Bastian, Anthony Nguyen

NAYS: James Valadez, Blanca Zamora- Zamora Garcia, Eleanor Powell

5F. Discussion and Action on Creation of reserve fund for appraisal review board operations

MOTION: Approve the creation of a reserve fund for appraisal review board operations
RESULT: **APPROVED [UNANIMOUS]**
MOVER: Blanca Zamora-Garcia **SECONDER:** James Valadez

AYES: Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

5G. Discussion of New Communications Program
Members of the Board heard from Cynthia Martinez, Communications Officer and Marya Crigler, Chief Appraiser
RESULT: Discussed

5H. Chief Appraiser Report
Members of the board heard from Marya Crigler, Chief Appraiser
RESULT: Discussed

5I. Chief Appraiser Performance Review
RESULT: No action taken. Add to next meeting agenda.

At 1:42 PM the Board moved to executive session; TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 et sec [THE TEXAS OPEN MEETING ACT] INCLUDING:

SEC. 551.071; Consultation with attorney regarding pending or contemplated litigation, settlement offers, and matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

At 2:01 PM, the Board resumed the public session and returned to Item 5j.

5J. Discussion on Appeals Report and Litigation Update
RESULT: **Discussed in Executive Session**

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5K. Discussion and action on future agenda items

- Discussion on face-to-face Informals
- Board operating policies
- Chief Appraiser performance review
- End of year budget amendment
- Informal work session at 10:30 a.m. on December 18, 2019
- Next meeting: Wednesday, December 18, 2019 at 11:30 a.m.

5L. Adjournment

MOTION: Adjourn meeting at 2:05 PM
RESULT: APPROVED [UNANIMOUS]
MOVER: Blanca Zamora-Garcia **SECONDER**: Eleanor Powell

AYES: Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

Respectfully submitted,

_____
James Valadez, Secretary

Approved:

_____
Tom Buckle, Chairperson

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AGENDA ITEM #4B

Taxpayer Liaison Report

12/18/2019

Martin Wilbanks

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2020 ARB

New Judge

Travis County Local Administrative Judge, The Honorable Tim Sulak

Appointment of Chair and Secretary

09/24/2019 Email from judge to ARB Members
09/30/2019 Response due date
11/20/2019 Appointment Chair: William Fields / Secretary: Sara Becker

ARB Questionnaire

New form edited and approved by judge
Includes section to capture commercial hearing qualifications
Online questionnaire and ad campaign implemented by Ms. Mann

ARB Member Appointment Process

09/30 – 10/11/2019 Online re-appointment application period
09/30 – 10/31/2019 Online new member application/recruitment period
10/21 – 10/25/2019 Re-appointment Interviews
11/04 – 11/08/2019 New Member Interviews
11/22/2019 ARB Member Re-appointments
11/27/2019 New ARB Member Appointments

2020 ARB Membership

85 Returning Members
24 Appointments
41 New Appointments
150 Total

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Travis Taxpayer Liaison Activity Report

Activity Tracking	*Complaint*	*Protest*	*eFile*	*Residential Inquiry*	*Commercial Inquiry*	*BPP Inquiry*	*Exemptions*	*Address Change*	*Agrent Appt / Rev*	*Open Records*	*Property Tax Issues*	*Total*
2016 Total	19	109	19	92	3	16	90	12	29	6	35	430
(Apr-Dec)	4%	25%	4%	21%	1%	4%	21%	3%	7%	1%	8%	100%
2017 Total	26	229	4	65	16	31	162	16	37	6	61	653
	4%	35%	1%	10%	2%	5%	25%	2%	6%	1%	9%	100%
2018 Total	21	299	10	38	5	32	172	15	21	7	54	674
	15%	39%	1%	5%	1%	4%	23%	2%	3%	1%	7%	100%
2019												
January	1	27	0	23	0	1	37	1	0	1	10	101
February	2	15	0	2	0	1	28	1	2	2	4	57
March	1	9	0	2	0	5	28	1	0	0	1	47
April	2	30	0	6	0	7	35	0	7	2	1	90
May	3	79	46	6	0	1	21	4	53	1	1	215
June	1	60	0	1	3	2	10	0	183	0	0	260
July	1	83	0	9	0	7	9	1	4	0	0	114
August	6	154	0	10	0	3	10	2	1	3	4	193
September	2	140	0	19	0	0	16	1	0	1	0	179
October	9	149	0	2	0	3	14	0	0	3	6	186
November	0	43	0	5	2	4	9	1	2	0	11	77
December												
2019 Total	28	789	46	85	5	34	217	12	252	13	38	1519
	2%	52%	3%	6%	0%	2%	14%	1%	17%	1%	3%	100%

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2019 Issues by Property Owners about ARB Protest Hearings

Objective:
minimize complaints by working with Property Owners to understand and resolve their issues

- No informal hearings
- Not understanding the process
- Not enough time
- Evidence presented not considered
- Treated disrespectfully
- Result unfair - Wanting another hearing
- Environment noisy

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2019 Complaint Log

January 18, 2019 PID 358051 James Nawrocki
Challenge method for determining lake front properties in error

February 20, 2019 PID 349635 Margaret Hill
Solar panel on property in error. Corrected

February 25, 2019 PID 545156 Synthia Henry
Homestead exemption dropped due to error in ownership transfer. Corrected

March 04.2019 PID 198137 Paulino Flores
Property owner wanted homestead exemption and over 65 exemption be granted although property owner lacked valid documentation.

April 11, 2019 PID 550865 Jerrilyn Hayashi
Challenge of square footage for current and prior five years

April 17, 2019 PID 759582 Jan Hill
Challenge over 65 exemption calculation

May 14, 2019 PID 157187 / 157188 / 157189 John King
Inappropriate actions by ARB during hearing

May 16, 2019 PID 466030 Mary Finley
Problems with efiling

May 28, 2019 PID 821052 Justin Ramsey
eFile and ARB protest filing process confusing.

June 10, 2019 Agent: Five Stone John Krueger
Inappropriate actions by ARB member during hearings.

July 18, 2019 PID 317921 / 852081 / 561911 / 317803 / 532027 Donovon DePrist
Appraiser in ARB hearing was unprofessional, condescending

July 26, 2019 PD 576891 Mike Thering
Did not receive notice of hearing. Notice sent to Agent of record, Five Stone

August 7, 2019 PID 235552 Agent: Five Stone John Krueger
Inappropriate actions by ARB member during hearing

August 12, 2019 PID 322370 Oscar Manzano
Object to termination of Informal hearing.

August 12, 2019 PID 236222 Jamie Poltonieri / Bill Kleinsorge
No informal. Time for ARB hearing too short for presenting evidence

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August 14, 2019 PID 555675 Lieng Chin
Evidence presented not fairly considered by ARB panel. ARB unprofessional, rude.

August 22, 2019 PID 485325 Jila Nelson
At ARB hearing, evidence presented was not fairly considered. Limited time to present.

August 30, 2019 PID 273866 Benjamin Jones
efile process not fair offer

September 04, 2018 PID 545068 / 328588 / 211966 / 294656 / 326513 / 500354 / 343667 / 545188 / 211966 / 294656 / 326513 / 500354 / 343667 / 298230 / 335356 / 341356 / 511414 / 224079 / 500128 / 485780 / 297771 / 511430 / 341665 / 511802 / 485729 / 292942 Searle, Equity Trust Company
No informal.

September 13, 2019 PID 304167 Glen Chappell
No informal

October 08, 2019 PID 173773 Barbara Mangrum
No Informal. ARB process stressful. Treated like an adversary by ARB.

October 15, 2019 PID 187627 / 207334 / 207333 Michael Kleinman
Object to termination of Informal hearing. Poor physical condition of new facility.

October 15, 2019 PID 355886 / 382651 Mac Spellmann
Evidence used by district not provided 14 days before ARB hearing.

October 16, 2019 PID 315817 Elizabeth Best
ARB Hearing did not property consider physical issues with the property.

October 17, 2019 PID 877615 Logan Coker
ARB process stressful. ARB did not consider evidence presented. ARB disrespectful.

October 18, 2019 PID 758273 Jim Back
No one called to confirm if rescheduled hearing date/time was convenient

October 23, 2019 PID 554756 Belinda Rosa
Challenging exemption denial. Supporting documentation not on file.

October 30, 2019 PID 274476 Matt Wanat
During the ARB hearing, the appraiser was disrespectable, dismissive.

October 30, 2019 PID 783479 Mike Collins
Evidence presented not considered by ARB. Process confusing.

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AGENDA ITEM #4C

Travis Central Appraisal District

Section 25.25B Report

From: November 13, 2019 **To:** December 16, 2019

Prop ID	Year	Owner Name/ Legal Description	Location	Value
122631	2018	PACITTI CHRIS & DEBBIE LOT 59 BLK E ROB ROY PHS 2	70 PASCAL LN	$3,047,556
182158	2019	FITZGERALD PATRICK G & LOT 3 PANORAMIC HILLS	19007 PACKSADDLE RD	$518,153
		25.25 (b): Corrected HS/Cap for 2019, remove new value; Land none home site (from merge/delete account 476058) should not have new value for		
214835	2019	PESANTEZ MARIA L LOT 11-12 BLK 31 HYDE PARK ADDN NO 1	4003 AVENUE F	$614,300
		2019; corrected new value from $131,112 to 28,997; cap changed from $614,300 to $ 537,566 approved by MXC 11/14/19//		
236983	2019	JUBY FREDERICK EUGENE REAL ABS 154 SUR 52 CALDWELL A C ACR 1.00	15105 E U S HY 290	$48,905
		PER EMAIL FRM INDEPENDENCE TITLE, THE 1980 DW MH 28 X 56 WAS SOLD IN 1999 AND IS ASSESSED IN PID 788484, REMOVE 1999 2		
236983	2018	JUBY EUGENE & SUE ELLEN ABS 154 SUR 52 CALDWELL A C ACR 1.00	15105 E U S HY 290	$48,905
		PER EMAIL FRM INDEPENDENCE TITLE, THE 1980 DW MH 28 X 56 WAS SOLD IN 1999 AND IS ASSESSED IN PID 788484, REMOVE 1999 2		
236983	2017	JUBY EUGENE & SUE ELLEN ABS 154 SUR 52 CALDWELL A C ACR 1.00	15105 E U S HY 290	$51,837
		PER EMAIL FRM INDEPENDENCE TITLE, THE 1980 DW MH 28 X 56 WAS SOLD IN 1999 AND IS ASSESSED IN PID 788484, REMOVE 1999 2		
236983	2016	JUBY EUGENE & SUE ELLEN ABS 154 SUR 52 CALDWELL A C ACR 1.00	15105 E U S HY 290	$51,402
		PER EMAIL FRM INDEPENDENCE TITLE, THE 1980 DW MH 28 X 56 WAS SOLD IN 1999 AND IS ASSESSED IN PID 788484, REMOVE 1999 2		
236983	2015	JUBY EUGENE & SUE ELLEN ABS 154 SUR 52 CALDWELL A C ACR 1.00	15105 E U S HY 290	$52,521
		PER EMAIL FRM INDEPENDENCE TITLE, THE 1980 DW MH 28 X 56 WAS SOLD IN 1999 AND IS ASSESSED IN PID 788484, REMOVE 1999 2		
281900	2019	FRIELING DOUGLAS W ABS 2697 SUR 4 BRADLEY F ACR 19.412 (1-D-1) (2.703 AC IN TRAVIS COUNTY)	21217 JAKES HILL RD	$227,165
		25.25 (b): Remove Improvement for 2018-2019 and forward, since the improvement is not in Travis Country per GIS 11/14/2019//		
281900	2018	FRIELING DOUGLAS W ABS 2697 SUR 4 BRADLEY F ACR 19.412 (1-D-1) (2.703 AC IN TRAVIS COUNTY)	21217 JAKES HILL RD	$227,165
		25.25 (b): Remove Improvement for 2018-2019 and forward, since the improvement is not in Travis Country per GIS 11/14/2019//		
282111	2019	KB3 LC ABS 200 SUR 71 CONRAD P ACR .866	HEATHERWILDE BLVD	$30,619
		remove impr for 2019		
482393	2017	THAI THAO T & TRUONG-AN THAI LOT 23A & 23B BLK A WESTCHESTER PARK (0.1087AC TRAVIS CO)	2845 SOUTHAMPTON WAY # A	$257,678

Travis Central Appraisal District

Section 25.25B Report

From: November 13, 2019 **To:** December 16, 2019

Prop ID	Year	Owner Name/ Legal Description	Location	Value
482393	2016	THAI THAO T & TRUONG-AN THAI LOT 23A & 23B BLK A WESTCHESTER PARK (0.1087AC TRAVIS CO)	2845 SOUTHAMPTON WAY # A	$263,939
555424	2019	JIMENEZ ZENAIDA & LOT 6 BLK T SOUTH CREEK-SOUTH SEC 1	2013 BLUE MEADOW DR	$60,920
		PER OW IN OFFICE, THIS PROPERTY IS LAND ONLY DOES NOT HAVE A REAL PPTY MH ONLY PERS PROP MH, REMOVE 1973 14X76 MH,		
555424	2018	JIMENEZ ZENAIDA & LOT 6 BLK T SOUTH CREEK-SOUTH SEC 1	2013 BLUE MEADOW DR	$61,196
		PER OW IN OFFICE, THIS PROPERTY IS LAND ONLY DOES NOT HAVE A REAL PPTY MH ONLY PERS PROP MH, REMOVE 1973 14X76 MH,		
717800	2019	RUSH NIKKI LYNN ABS 1 SUR 22 ALEXANDER A ACR 3.025	10317 HIBBS LN	$182,148
		PER OW IN OFFC; FOUND THAT A MH WAS ADDED FOR 2019, OWNS LAND ONLY, MH IS SET UP AS PPTY SEE PID 770151, RMVG SW MH		
758843	2019	CRP/TRG AURU RIVERSIDE OWNER LP 7.4536 AC OF LOT 1 & 1.5213 AC OF LOT 2 BLK A RIVERSIDE AT MONTOPOLIS	6101 E RIVERSIDE DR	$28,775,332
		CORRECT ENTITY PERCENTAGE ON IMPR FOR 2019		
821863	2015	WATTINGER KEMNITZ INC PERSONAL PROPERTY COMMERCIAL W K MECHANICAL	8403 CROSS PARK DR # 3-D	$25,415
865254	2019	PERKES JOEL LOT 14 BLK 61 MUELLER SEC VII E SUBD	2308 PHILOMENA ST	$167,311
		MUELLER INVENTORY VALUATION MXC 12/09/19		
867589	2016	MAXWELL CRAIG B PERSONAL PROPERTY COMMERCIAL AUSTIN KNOB AND PULL CO	4402 S CONGRESS AVE # 105	$3,910
		CORRECT VALUE PER 2017 VALUE ADJUSTMENT AND INFORMATION PROVIDED BY OWNER. THIS IS NOT A HARDWARE STORE. IT IS A		
903369	2018	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56	6706 BREEZY HILL DR	$21,831
		OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \		
903369	2017	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56	6706 BREEZY HILL DR	$23,225
		OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \		
903369	2016	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56	6706 BREEZY HILL DR	$25,082
		OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \		
903369	2015	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56	6706 BREEZY HILL DR	$26,476
		OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \		

Travis Central Appraisal District

Section 25.25B Report

From: November 13, 2019 **To:** December 16, 2019

Prop ID	Year	Owner Name/ Legal Description	Location	Value
903369	2014	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56 OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \	6706 BREEZY HILL DR	$27,869
903369	2013	GOROSTIETA GUADALUPE L PERSONAL PROPERTY MH 1999 28 X 56 OW IN OFFC, PER 2019 PROTEST HRG THE MANUFACTURE YEAR OF THIS MH WAS CORRECTED TO A 1999 28 X 56 MH, CORRECTING \	6706 BREEZY HILL DR	$29,263
911701	2019	DOYLE & STEVE HICKERSON LOT 1B WINDERMERE CENTRE II REPLAT CORRECT LAND SIZE	WINDERMERE DR	$78,460
914438	2019	HATCHERY PHASE II LP UNT MU HATCHERY MASTER CONDOMINIUMS THE PLUS 16.021 % INT IN COM AREA (PRORATE 06/25/19 TO 12/31/19) corrected supplement code from 25.25D to 25.25B, prorated dates were missed by TCAD	21 WALLER ST # MU	$8,410,576
920023	2019	FAYE VALDIODIO UNT 4313-B MUELLER HOUSES II AMENDED PLUS 8.1 % INT IN COM AREA MUELLER INVENTORY VALUATION MXC 12/09/19	4313 BERKMAN DR # B	$165,540

AGENDA ITEM #4D

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
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ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA

TO: Travis Central Appraisal District
Board of Directors

FROM: Leana H. Mann
Director of Operations

DATE: November 21, 2019

SUBJECT: October 2019 Unaudited Financial Statements

The unaudited financial statements for October 2019 are attached. Financial highlights for the month are as follows:

- The District's ending fund balance was $12,366,072. Of that, $456,943 was nonspendable in the form of prepaid expenditures, $8,183,450 was held in reserves, and $3,725,680 unassigned fund balance. The net change in fund balance for the fiscal year to date is $718,572.

- The reserve balances total $8,183,450. Detail account balances for each reserve account are as follows:

30111	Fund Balance- Reserved for Computer Equipment	150,000
30112	Fund Balance- Reserved for Network Infrastructure	350,000
30113	Fund Balance- Reserved for Technology Enhancements	250,000
30114	Fund Balance- Reserved for Litigation	4,706,914
30115	Fund Balance- Reserved for Building Repair & Replacement	2,726,536

- The District ended the month with a budget surplus of $597,739.

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P.O. BOX 149012 8314 CROSS PARK DRIVE AUSTIN, TEXAS 78714-9012 (512) 834 9317 TDD (512) 836-3328

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Travis Central Appraisal District

Budget to Actual

For the month ended October 31, 2019

	Budgeted Amounts				Variance
	Original	Amended	YTD	Actual Amounts	Fav (Unfav)
REVENUES					
Appraisal assessments	19,486,627	19,486,627	16,238,856	16,238,856	-
Refund of appraisal assessments	-	-	-	-	-
Net appraisal assessments	**$ 19,486,627**	**$ 19,486,627**	**$ 16,238,856**	**$ 16,238,856**	**$ -**
Investment earnings	40,000	40,000	33,333	289,844	256,511
Charges for services	30,000	30,000	25,000	13,652	(11,348)
Miscellaneous revenue	75,000	75,000	62,500	77,409	14,909
TOTAL REVENUE	**$ 19,631,627**	**$ 19,631,627**	**$ 16,359,689**	**$ 16,619,762**	**$ 260,073**
EXPENDITURES					
Appraisal services					
Personnel Cost	8,452,982	8,452,982	7,044,152	7,742,221	(698,070)
Benefit Cost	4,062,583	4,062,583	3,385,485	2,339,321	1,046,164
Software maintenance	557,328	557,328	464,440	442,619	21,821
Travel expenditures	48,850	48,850	40,708	32,610	8,098
Operating Supplies	202,750	278,771	232,309	277,638	(45,329)
Rentals	172,220	172,220	143,517	456,021	(312,505)
Legal expenditures	824,250	824,250	686,875	1,251,345	(564,470)
Appraisal services	362,820	362,820	302,350	94,017	208,333
Professional services	1,513,195	1,513,195	1,260,996	572,779	688,217
Utilities	263,525	303,525	252,937	314,486	(61,549)
Building and equipment maintenance	189,189	234,889	195,740	326,941	(131,201)
Printing and mailing services	443,395	443,395	369,496	643,206	(273,710)
Subscriptions and data purchases	199,330	199,330	166,108	186,452	(20,343)
Training and education	177,730	169,230	141,025	85,122	55,903
Insurance	50,500	50,500	42,083	48,271	(6,188)
Security services	129,000	165,000	137,500	287,349	(149,849)
Aerial photography	442,297	442,297	368,580	-	368,580
Other services	106,890	106,890	89,075	531,740	(442,665)
Capital outlay	1,287,795	1,098,574	915,478	269,050	646,428
TOTAL EXPENDITURES	**19,486,627**	**19,486,627**	**16,238,856**	**15,901,189**	**337,667**
NET CHANGE IN FUND BALANCE	***145,000***	***145,000***	***120,833***	***718,572***	***597,739***
FUND BALANCE, beginning of year	11,647,500	11,647,500	11,647,500	11,647,500	11,647,500
FUND BALANCE, end of year	***$ 11,792,500***	***$ 11,792,500***	***$ 11,768,333***	***$ 12,366,072***	***$ 12,245,239***

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Travis Central Appraisal District

Governmental Fund Balance Sheet

October 31, 2019

	General Fund
ASSETS	
Cash and cash equivalents	3,933,443
Short-term investments	11,645,285
Receivables	334,495
Prepaid items	456,943
TOTAL ASSETS	$ 16,370,165
LIABILITIES	
Accounts payable and accrued expenditures	756,322
Deferred revenue	3,247,771
TOTAL LIABILITIES	4,004,093
FUND BALANCES	
Fund balance, committed	8,183,450
Fund balance, nonspendable	456,943
Fund balance, unassigned	3,725,680
TOTAL FUND BALANCES	12,366,072
TOTAL LIABILITIES AND FUND BALANCE	$ 16,370,165

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Travis Central Appraisal District

Statement of Revenues and Expenditures

For the month ended October 31, 2019

		General Fund
REVENUES		
Appraisal assessments	$	16,238,856
Refund of appraisal assessments		-
Net appraisal assessments		16,238,856
Investment earnings		289,844
Charges for services		13,652
Miscellaneous revenue		77,409
TOTAL REVENUE		16,619,762
EXPENDITURES		
Appraisal services		
Payroll and related expenditures		10,101,930
Data processing		442,619
Transportation		32,610
Operating supplies		277,638
Rentals		456,021
Legal and professional		1,918,140
Utilities and telephone		314,486
Building and equipment maintenance		326,941
Other services		1,761,752
Capital outlay		269,050
TOTAL EXPENDITURES		15,901,189
NET CHANGE IN FUND BALANCE		718,572
FUND BALANCE, beginning of year		11,647,500
FUND BALANCE, end of year	$	12,366,072

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850 EAL Holding Corp.

Statement of Financial Position

October 31, 2019

ASSETS	
CURRENT ASSETS	
Cash and Cash Equivalents	1,642,044
PROPERTY, PLANT & EQUIPMENT	
Construction in Progress	8,937,182
TOTAL ASSETS	$ 10,579,226
LIABILITIES	
CURRENT LIABILITIES	
Accounts payable and accrued expenditures	658,598
LONG-TERM LIABILITIES	
Notes Payable	9,920,628
TOTAL LIABILITIES	10,579,226
NET ASSETS	
Beginning Net Assets	-
Current YTD Net Income	-
Total Net Assets	-
TOTAL LIABILITIES & NET ASSETS	$ 10,579,226

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850 EAL Holding Corp.

Statement of Activities

For the month ended October 31, 2019

REVENUES		
Net Assets released from restriction		-
Other Income	$	-
TOTAL INCOME		-
EXPENSES		
Direct program expenses		-
TOTAL EXPENSES		-
Change in Net Assets		-
Net Assets at beginning of year		-
Change in Net Assets	$	-

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Monthly Investment Report
October 31, 2019

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A DELICATE BALANCE FOR THE FED

The Federal Reserve **cut** again in October for the 3rd time in four months, bringing the overnight rate to **1.50-1.75%**. Just as important as the rate, however, is the Fed's delicate position as it considers how much to stimulate an economy that is slowing but still growing and adding jobs but also seems vulnerable.

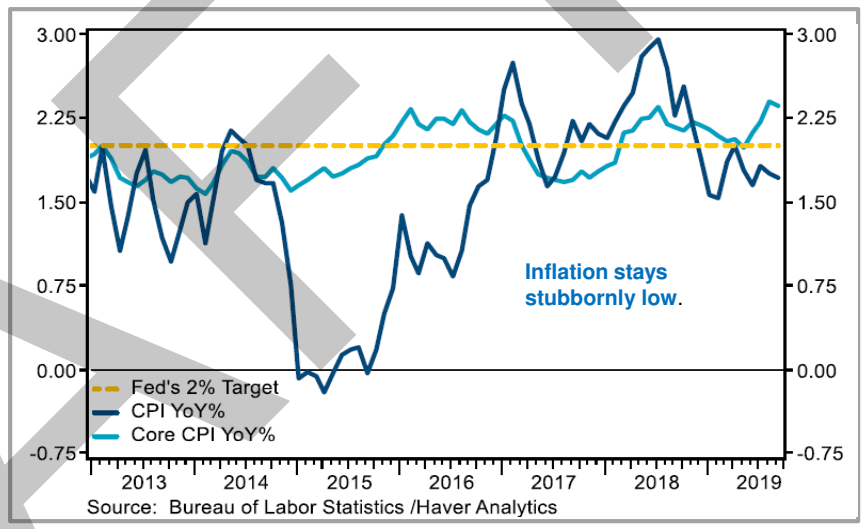
The July cut was characterized as a "***mid-cycle adjustment***" while September was described as ***insurance***. Now we are "*assessing the appropriate path…for the federal funds rate*." It makes sense for the Fed to be hesitant to acknowledge domestic weakness and therefore undermine confidence though it does overshadow potential benefits from lower borrowing costs to businesses and consumers. However, failing to recognize the domestic weakness also can undermine their data-dependent commitment. The Fed cannot ignore deteriorating domestic economic data - basing a cut on "insurance" against ongoing risks market questions their resolve to prop up a slowing economy resulting in increasing uncertainty.

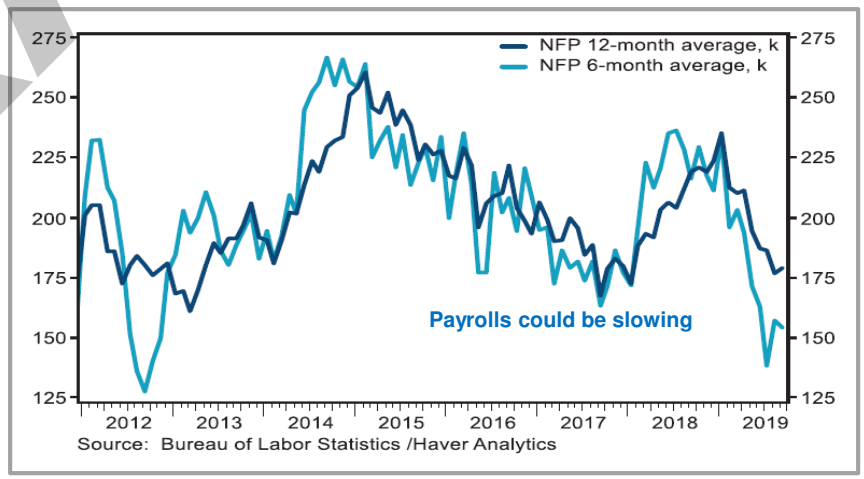
Rate changes impact over time not immediately. They are dealing in **potentials and possibilities**. International conditions and global economics play into the decisions but how much weight is the question.

One is the shaky truce – the *phase 1* deal - with the Chinese, which *may* result in an initial agreement next month in Chile during a visit with China's President Xi Jingping. In place now is a temporary agreement on China's purchase of more agricultural products and the US suspension of increased US tariffs. US farm sales to China may hit pre-trade war levels by next year. China is decelerating with the **trade war** and Germany, which is heavily export dependent is nearly in recession.

Another key question lies with the UK. Will Britain avoid a calamitous *no-deal* **Brexit**? The EU may grant a delay as PM Johnson seeks, for the 3rd time an election to "*break the paralysis*." Few of these questions will be answered by year-end.

The Fed has the difficult task of both comforting nervous investors that monetary policy will continue to provide support, while fueling consumer and business confidence that the domestic expansion is still alive and well.





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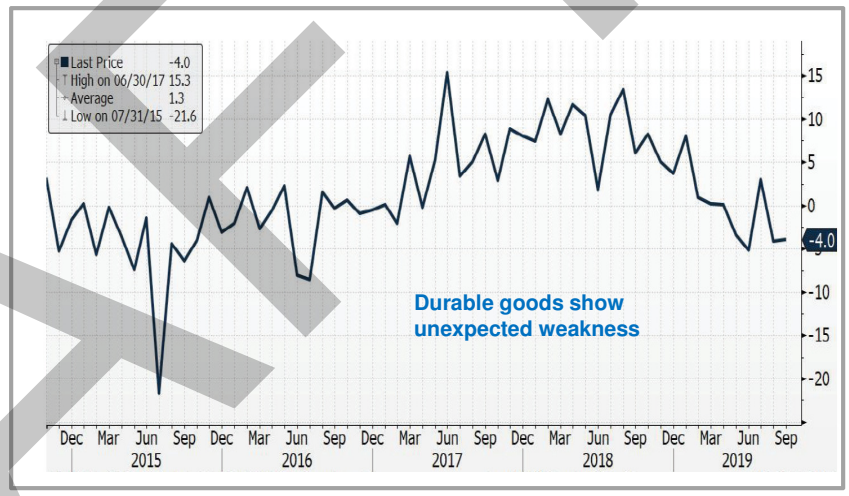
STRENGTH and SOFTNESS and LIQUIDITY

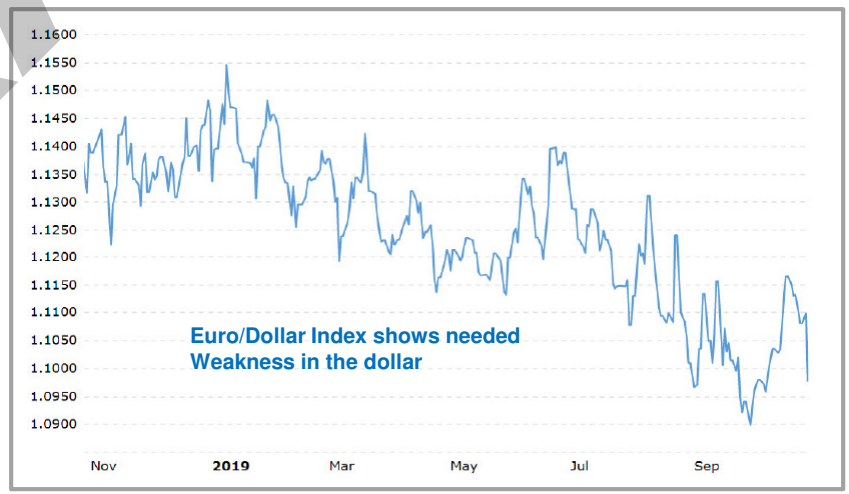
The Fed has been watching the domestic economy closely. The US still appears basically healthy –especially when compared to the rest of the world. The US **employment** rate remains at a 50-year low of 3.5% and consumers continue to spend at a healthy rate. **GDP** came in higher than expected. **Inflation** also has been edging up to the Fed's target of 2%. It is just moving more slowly and fears of deflation can be self-fulfilling.

Despite the strength, there are some recognized signs of a weakening economy. **Manufacturing** is already in its own recession partly because of the strike at GM. The trade conflict has left some firms reluctant to invest in facilities and equipment without a clearer picture of how the conflict will be resolved. A report on retail sales showed that Americans slightly reduced their spending in stores and restaurants and consumer sentiment has pared its gains from earlier but remains elevated, suggesting Americans' spending will continue to support the economy despite weakness in manufacturing. The consumer is carrying this economy – and Christmas is coming!

Durable goods, the purchase of big ticket items, has shown a troubling weakness in October falling to a four month low.

There is a further complication which investors glimpsed the result of in September as overnight rates soared on **liquidity concerns**. The spike was not a call to higher rates. It was a serious call for liquidity in the markets. This liquidity issue may continue through year-end, which is typically a time of money/cash hoarding for balance sheets (referred to as *window dressing*). The market needs to know that funds are available. The Fed has been dealing with the liquidity issue through repo facility and by buying Treasury Bills (which puts funds into the markets and effectively keeping Bills lower in rate). The repo facility has consistently been over-subscribed. The Fed has to restore and maintain liquidity confidence in the money markets. The Fed action has weakened the dollar slightly, which does help to immunize the US economy from the global slowdown and its deflationary bias.





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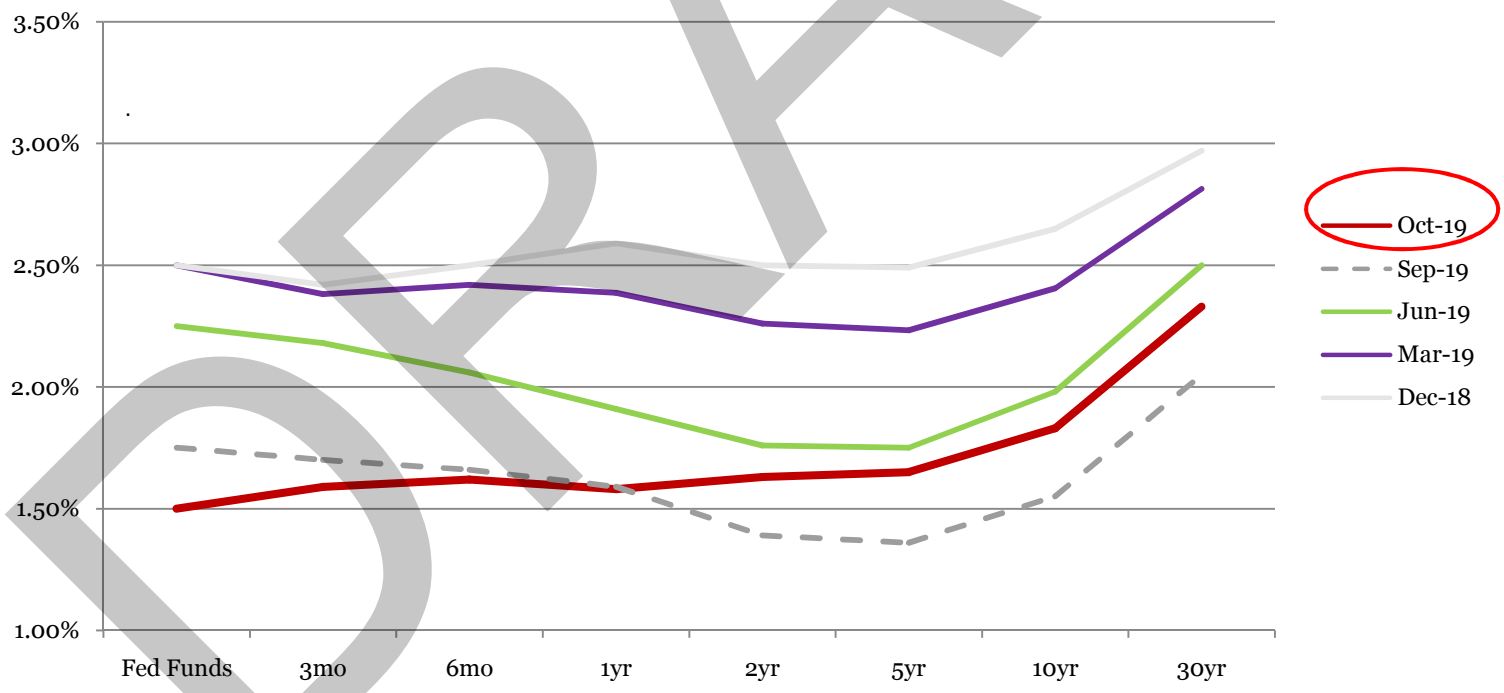
A Major Treasury Price Rally

- Equity and bond markets have seen major volatility as reactions to news changes day by day. The waning confidence and continued trade talk has buffeted the equity markets and thrown investors into the bond markets pushing Treasury yields down further. Now an additional cut in overnight rates will lower all liquidity facilities.
- The Fed is valiantly trying to remedy a serious liquidity situation, which is troubling major players in the markets.
- The curve is moving up slightly and reducing the inverse positions seen for most of this year. The advantage of holding liquidity is gone and could get worse with a December or January cut. Portfolios have to extend matching current overnight rates to lock in rates above what could be another rate cut in 2019, taking the overnight rates (pool rates) closer to 1.25%.



End of Month Rates - Full Yield Curve – Fed Funds to 30yr

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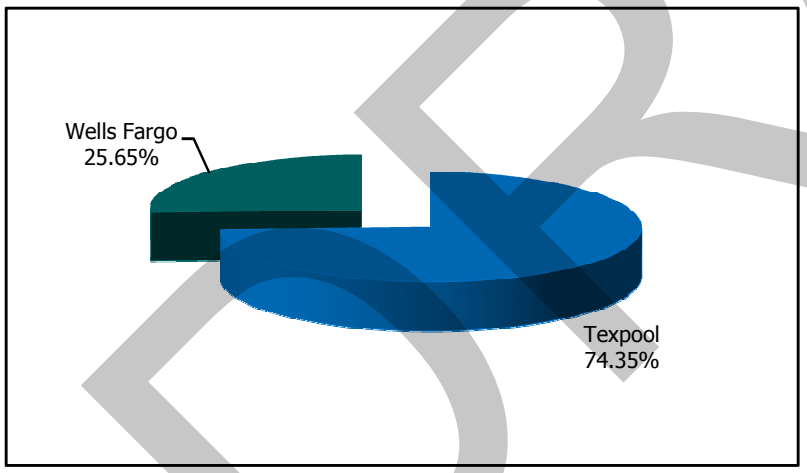
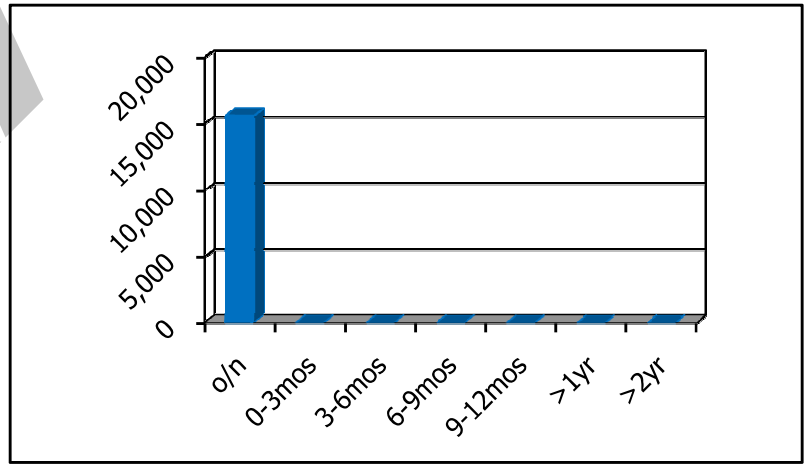
Your Portfolio

As of October 31, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.
-





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PATTERSON & ASSOCIATES

INVESTMENT PROFESSIONALS

Travis Central Appraisal Dist.
Portfolio Management
Portfolio Summary
October 31, 2019

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Texpool/Texpool Prime	11,630,805.39	11,630,805.39	11,630,805.39	74.35	1	1	2.041
Wells Fargo Bank	4,012,524.50	4,012,524.50	4,012,524.50	25.65	1	1	1.725
Investments	**15,643,329.89**	**15,643,329.89**	**15,643,329.89**	**100.00%**	**1**	**1**	**1.960**

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	26,302.84	26,302.84

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the Travis Central Appraisal District of the position and activity within the District's portfolio of investment. The reports include a managment summary overview, a detailed inventory report for the end of the period, a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

Leana Mann, Director of Operations

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PATTERSON & ASSOCIATES

INVESTMENT PROFESSIONALS

Travis Central Appraisal Dist.
Summary by Type
October 31, 2019
Grouped by Fund

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: General Fund						
Texpool/Texpool Prime	2	11,630,805.39	11,630,805.39	74.35	2.041	1
Wells Fargo Bank	4	4,012,524.50	4,012,524.50	25.65	1.725	1
Subtotal	**6**	**15,643,329.89**	**15,643,329.89**	**100.00**	**1.960**	**1**
Total and Average	**6**	**15,643,329.89**	**15,643,329.89**	**100.00**	**1.960**	**1**

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PATTERSON & ASSOCIATES

INVESTMENT PROFESSIONALS

Travis Central Appraisal Dist.
Fund GEN - General Fund
Investments by Fund
October 31, 2019

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool/Texpool Prime										
900001	10000	Texpool	10/01/2019	2,129,543.94	2,129,543.94	2,129,543.94	1.912	1.885	1.911	1
900001A	10001	Texpool Prime	10/01/2019	9,501,261.45	9,501,261.45	9,501,261.45	2.070	2.041	2.070	1
			Subtotal and Average	**11,630,805.39**	**11,630,805.39**	**11,630,805.39**		**2.013**	**2.041**	**1**
Wells Fargo Bank										
90401	10003	Wells Fargo Analyzed Bus Chkg+	10/01/2019	14,479.62	14,479.62	14,479.62	0.170	0.167	0.170	1
88469	10004	Wells Fargo Analyzed Bus Chkg+	10/01/2019	1,355.25	1,355.25	1,355.25	0.170	0.167	0.170	1
88477	10005	Wells Fargo Commercial Chkg PF	10/01/2019	0.00	0.00	0.00				1
8477	10002	Wells Fargo Stagecoach Sweep	10/01/2019	3,996,689.63	3,996,689.63	3,996,689.63	1.731	1.707	1.731	1
			Subtotal and Average	**4,012,524.50**	**4,012,524.50**	**4,012,524.50**		**1.702**	**1.725**	**1**
			Total Investments and Average	**15,643,329.89**	**15,643,329.89**	**15,643,329.89**		**1.933**	**1.960**	**1**

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PATTERSON & ASSOCIATES

INVESTMENT PROFESSIONALS

Travis Central Appraisal Dist.
Interest Earnings
Sorted by Fund - Fund
October 1, 2019 - October 31, 2019
Yield on Average Book Value

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings: Interest Earned	Adjusted Interest Earnings: Amortization/ Accretion	Adjusted Interest Earnings: Adjusted Interest Earnings
Fund: General Fund												
900001	10000	GEN	RRP	2,129,543.94	0.00	2,126,203.68		1.912	1.911	3,451.60	0.00	3,451.60
900001A	10001	GEN	RRP	9,501,261.45	0.00	9,485,123.63		2.070	2.070	16,675.75	0.00	16,675.75
8477	10002	GEN	RR2	3,996,689.63	0.00	4,196,271.12		1.731	1.732	6,173.33	0.00	6,173.33
88469	10004	GEN	RR2	1,355.25	0.00	1,355.06		0.170	0.174	0.20	0.00	0.20
90401	10003	GEN	RR2	14,479.62	0.00	13,571.74		0.170	0.170	1.96	0.00	1.96
			Subtotal	**15,643,329.89**	**0.00**	**15,822,525.23**			**1.957**	**26,302.84**	**0.00**	**26,302.84**
			Total	**15,643,329.89**	**0.00**	**15,822,525.23**			**1.957**	**26,302.84**	**0.00**	**26,302.84**

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Travis Central Appraisal District

Budget-to-Actual

01 - ARB

From 1/1/2019 Through 10/31/2019

	Budgeted Amount- Total Budget	Budgeted Amount- YTD	Actual	Variance with Final Budget (Over) Under	Percent of Total Budget Remaining
Expenditures					
Payroll Costs					
Salaries	235,675.00	196,395.80	1,504,412.50	(1,308,016.70)	(538.34)%
Total Payroll Costs	235,675.00	196,395.80	1,504,412.50	(1,308,016.70)	(538.34)%
Supplies					
Operating Supplies	500.00	416.70	14,873.65	(14,456.95)	(2,874.73)%
Books/Publ/Subs/Data Bases	825.00	687.50	1,320.00	(632.50)	(60.00)%
Total Supplies	1,325.00	1,104.20	16,193.65	(15,089.45)	(1,122.16)%
Services					
Travel/Meal/Lodging	0.00	0.00	324.00	(324.00)	0.00%
Training & Education	7,500.00	6,250.00	8,890.00	(2,640.00)	(18.53)%
Attorney & Court Costs	12,750.00	10,625.00	22,537.58	(11,912.58)	(76.77)%
Total Services	20,250.00	16,875.00	31,751.58	(14,876.58)	(56.80)%
Total Expenditures	257,250.00	214,375.00	1,552,357.73	(1,337,982.73)	(503.44)%
Excess (Deficiency) of Revenues over (Under) Expenditures	(257,250.00)	(214,375.00)	(1,552,357.73)	(1,337,982.73)	503.44%

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Travis Central Appraisal District
Standard General Ledger
40101 - Salaries
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Opening Balance	1,248,265.00			
10/4/2019	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	150.00		APINV1560	Brading, Charles
10/4/2019	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	150.00		APINV1560	Colorado, Maria
10/4/2019	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	ARB Payroll PPE 09.27.19 (1 hours @ $150/day)	150.00		APINV1560	Stephens, Gene
10/4/2019	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	1,500.00		APINV1560	Hermance, Larry
10/4/2019	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	1,500.00		APINV1560	Ross, Anthony
10/4/2019	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	ARB Payroll PPE 09.27.19 (10 hours @ $150/day)	1,500.00		APINV1560	Waddell, Michael
10/4/2019	ARB Payroll PPE 09.27.19 (10 hours @ $200/day)	ARB Payroll PPE 09.27.19 (10 hours @ $200/day)	2,000.00		APINV1560	King, Thomas L. Jr.
10/4/2019	ARB Payroll PPE 09.27.19 (10 hours @ $200/day)	ARB Payroll PPE 09.27.19 (10 hours @ $200/day)	2,000.00		APINV1560	Storey, Cordelle B.
10/4/2019	ARB Payroll PPE 09.27.19 (11 hours @ $275/day)	ARB Payroll PPE 09.27.19 (11 hours @ $275/day)	3,025.00		APINV1560	Thompson, Betty Lou
10/4/2019	ARB Payroll PPE 09.27.19 (11.5 hours @ $225/day)	ARB Payroll PPE 09.27.19 (11.5 hours @ $225/day)	2,587.50		APINV1560	Becker, Sara
10/4/2019	ARB Payroll PPE 09.27.19 (2 hours @ $150/day)	ARB Payroll PPE 09.27.19 (2 hours @ $150/day)	300.00		APINV1560	Caballero, James
10/4/2019	ARB Payroll PPE 09.27.19 (2 hours @ $150/day)	ARB Payroll PPE 09.27.19 (2 hours @ $150/day)	300.00		APINV1560	Jones, David
10/4/2019	ARB Payroll PPE 09.27.19 (2 hours @ $170/day)	ARB Payroll PPE 09.27.19 (2 hours @ $170/day)	340.00		APINV1560	Razzaque, Mohammed A
10/4/2019	ARB Payroll PPE 09.27.19 (2.5 hours @ $200/day)	ARB Payroll PPE 09.27.19 (2.5 hours @ $200/day)	500.00		APINV1560	Wilkins, Patricia A.
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Bauman, Karol
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Brown, Michael
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Collins, Berdell
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Connors, Larry

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Travis Central Appraisal District
Standard General Ledger
40101 - Salaries
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Cox, David
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Felder, Susan
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Henry, Nathan
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	King, Paul
10/4/2019	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3 hours @ $150/day)	450.00		APINV1560	Visconti, Joseph
10/4/2019	ARB Payroll PPE 09.27.19 (3.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3.5 hours @ $150/day)	525.00		APINV1560	Green, Sheila
10/4/2019	ARB Payroll PPE 09.27.19 (3.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (3.5 hours @ $150/day)	525.00		APINV1560	Stroud, Gwendolyn
10/4/2019	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	600.00		APINV1560	Broughton, Barry
10/4/2019	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	600.00		APINV1560	Burrall, Patricia
10/4/2019	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4 hours @ $150/day)	600.00		APINV1560	Napier, Warren
10/4/2019	ARB Payroll PPE 09.27.19 (4 hours @ $200/day)	ARB Payroll PPE 09.27.19 (4 hours @ $200/day)	800.00		APINV1560	Miller, Ernest L.
10/4/2019	ARB Payroll PPE 09.27.19 (4 hours @ $200/day)	ARB Payroll PPE 09.27.19 (4 hours @ $200/day)	800.00		APINV1560	Stanton, Rufus
10/4/2019	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	675.00		APINV1560	Garcia, Michael
10/4/2019	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	675.00		APINV1560	Harris, Debora A
10/4/2019	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (4.5 hours @ $150/day)	675.00		APINV1560	Needom, Talaya
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Briggs, Daimon
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Carruthers, Teresa P.
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Derkunt, Mustafa E
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Krauss, Guenter

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10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Ramsey, Shannon
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5 hours @ $150/day)	750.00		APINV1560	Sellars, Susan
10/4/2019	ARB Payroll PPE 09.27.19 (5 hours @ $200/day)	ARB Payroll PPE 09.27.19 (5 hours @ $200/day)	1,000.00		APINV1560	Johnson, Willie H.
10/4/2019	ARB Payroll PPE 09.27.19 (5.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (5.5 hours @ $150/day)	825.00		APINV1560	Stuart, Doug
10/4/2019	ARB Payroll PPE 09.27.19 (6 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6 hours @ $150/day)	900.00		APINV1560	Ellison, Randal
10/4/2019	ARB Payroll PPE 09.27.19 (6 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6 hours @ $150/day)	900.00		APINV1560	Page, Janita
10/4/2019	ARB Payroll PPE 09.27.19 (6 hours @ $170/day)	ARB Payroll PPE 09.27.19 (6 hours @ $170/day)	1,020.00		APINV1560	Dykes, Janie G.
10/4/2019	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	975.00		APINV1560	Charnis, Hart
10/4/2019	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	975.00		APINV1560	Daniels, James R
10/4/2019	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	975.00		APINV1560	Delgado, Patricia M.
10/4/2019	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	975.00		APINV1560	DeLima, Vikki
10/4/2019	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (6.5 hours @ $150/day)	975.00		APINV1560	Philfer, Craig
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Ingham, Helen
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Koster, JoAnn
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Pogrund, Richard
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Smith, Stacy M
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Stanley, Henry
10/4/2019	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7 hours @ $150/day)	1,050.00		APINV1560	Ward, Kelly
10/4/2019	ARB Payroll PPE 09.27.19 (7.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (7.5 hours @ $150/day)	1,125.00		APINV1560	Barber, Connie S.

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10/4/2019	ARB Payroll PPE 09.27.19 (7.5 hours @ $170/day)	ARB Payroll PPE 09.27.19 (7.5 hours @ $170/day)	1,275.00		APINV1560	Henderson, Wallace
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Amey-Flippin, Victoria
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Davis, Dean
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Gowan, John R
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Heimlich, Ed
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Kearns, Terence
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Kelly, Kendall
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Lozano, James
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Olewin, Carol
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Osborne, Dwain
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8 hours @ $150/day)	1,200.00		APINV1560	Salvador, Andres
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $170/day)	ARB Payroll PPE 09.27.19 (8 hours @ $170/day)	1,360.00		APINV1560	Rhambo, Edna O.
10/4/2019	ARB Payroll PPE 09.27.19 (8 hours @ $200/day)	ARB Payroll PPE 09.27.19 (8 hours @ $200/day)	1,600.00		APINV1560	Jarman, Eugene
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Adkins, Tinka
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Caldwell, Ernest
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Dombrowski, Elizabeth
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Dugger, Randall
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Johnson, Vincent H
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Taylor, Bettye

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10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $150/day)	1,275.00		APINV1560	Whitfield, Kenneth
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $200/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $200/day)	1,700.00		APINV1560	Caughey, Harvey
10/4/2019	ARB Payroll PPE 09.27.19 (8.5 hours @ $200/day)	ARB Payroll PPE 09.27.19 (8.5 hours @ $200/day)	1,700.00		APINV1560	Contreras, Felix
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	1,350.00		APINV1560	Cortinas, Sandra
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	1,350.00		APINV1560	Mastain, Brandi
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	1,350.00		APINV1560	McBrien, Wayne
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	1,350.00		APINV1560	Patton, June Latryle
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9 hours @ $150/day)	1,350.00		APINV1560	Taylor, Mary
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	1,800.00		APINV1560	Gaines, Teresa A.
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	1,800.00		APINV1560	Lee, Diane
10/4/2019	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	ARB Payroll PPE 09.27.19 (9 hours @ $200/day)	1,800.00		APINV1560	Ross, Pamela G.
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Brandt, Stephen
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Fadel, Med
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Howard, Margaret
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Jellison, Robert
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Lung, Raymond C.
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Martin, Shirley L.
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	McDonough, Linda L.
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Newman Jr, Jack J

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10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $150/day)	1,425.00		APINV1560	Torabi, Rahim
10/4/2019	ARB Payroll PPE 09.27.19 (9.5 hours @ $200/day)	ARB Payroll PPE 09.27.19 (9.5 hours @ $200/day)	1,900.00		APINV1560	Coburn, Rufus T.
10/18/2019	ARB Payroll PPE 10.11.19 (1 hours @ $150/day)	ARB Payroll PPE 10.11.19 (1 hours @ $150/day)	150.00		APINV1567	Brading, Charles
10/18/2019	ARB Payroll PPE 10.11.19 (1 hours @ $150/day)	ARB Payroll PPE 10.11.19 (1 hours @ $150/day)	150.00		APINV1567	Daniels, James R
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Dombrowski, Elizabeth
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Gowan, John R
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Heimlich, Ed
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Lozano, James
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	McBrien, Wayne
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Pogrund, Richard
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Ross, Anthony
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	ARB Payroll PPE 10.11.19 (10 hours @ $150/day)	1,500.00		APINV1567	Torabi, Rahim
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $170/day)	ARB Payroll PPE 10.11.19 (10 hours @ $170/day)	1,700.00		APINV1567	Rhambo, Edna O.
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $200/day)	ARB Payroll PPE 10.11.19 (10 hours @ $200/day)	2,000.00		APINV1567	King, Thomas L. Jr.
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $200/day)	ARB Payroll PPE 10.11.19 (10 hours @ $200/day)	2,000.00		APINV1567	Ross, Pamela G.
10/18/2019	ARB Payroll PPE 10.11.19 (10 hours @ $275/day)	ARB Payroll PPE 10.11.19 (10 hours @ $275/day)	2,750.00		APINV1567	Thompson, Betty Lou
10/18/2019	ARB Payroll PPE 10.11.19 (11 hours @ $225/day)	ARB Payroll PPE 10.11.19 (11 hours @ $225/day)	2,475.00		APINV1567	Becker, Sara
10/18/2019	ARB Payroll PPE 10.11.19 (2 hours @ $150/day)	ARB Payroll PPE 10.11.19 (2 hours @ $150/day)	300.00		APINV1567	Stroud, Gwendolyn
10/18/2019	ARB Payroll PPE 10.11.19 (2 hours @ $150/day)	ARB Payroll PPE 10.11.19 (2 hours @ $150/day)	300.00		APINV1567	Warren-Vrabel, Rebecca S

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10/18/2019	ARB Payroll PPE 10.11.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (2.5 hours @ $150/day)	375.00		APINV1567	Johnson, Vincent H
10/18/2019	ARB Payroll PPE 10.11.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (2.5 hours @ $150/day)	375.00		APINV1567	Shields, Diana L
10/18/2019	ARB Payroll PPE 10.11.19 (3 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3 hours @ $150/day)	450.00		APINV1567	Felder, Susan
10/18/2019	ARB Payroll PPE 10.11.19 (3 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3 hours @ $150/day)	450.00		APINV1567	Page, Janita
10/18/2019	ARB Payroll PPE 10.11.19 (3 hours @ $200/day)	ARB Payroll PPE 10.11.19 (3 hours @ $200/day)	600.00		APINV1567	Stanton, Rufus
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	525.00		APINV1567	Brown, Michael
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	525.00		APINV1567	Carroll, Jennifer
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	525.00		APINV1567	Henry, Nathan
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	525.00		APINV1567	Jones, David
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $150/day)	525.00		APINV1567	Philfer, Craig
10/18/2019	ARB Payroll PPE 10.11.19 (3.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (3.5 hours @ $200/day)	700.00		APINV1567	Harris, Sharon S.
10/18/2019	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	600.00		APINV1567	Burrall, Patricia
10/18/2019	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	600.00		APINV1567	Cox, David
10/18/2019	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	600.00		APINV1567	Garcia, Michael
10/18/2019	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4 hours @ $150/day)	600.00		APINV1567	Visconti, Joseph
10/18/2019	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	675.00		APINV1567	Collins, Berdell
10/18/2019	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	675.00		APINV1567	Mastain, Brandi
10/18/2019	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (4.5 hours @ $150/day)	675.00		APINV1567	Sellars, Susan
10/18/2019	ARB Payroll PPE 10.11.19 (5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (5 hours @ $150/day)	750.00		APINV1567	Barber, Connie S.

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10/18/2019	ARB Payroll PPE 10.11.19 (5.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (5.5 hours @ $150/day)	825.00		APINV1567	Connors, Larry
10/18/2019	ARB Payroll PPE 10.11.19 (5.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (5.5 hours @ $150/day)	825.00		APINV1567	Ingham, Helen
10/18/2019	ARB Payroll PPE 10.11.19 (5.5 hours @ $170/day)	ARB Payroll PPE 10.11.19 (5.5 hours @ $170/day)	935.00		APINV1567	Razzaque, Mohammed A
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	900.00		APINV1567	Broughton, Barry
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	900.00		APINV1567	Burden, Catherine E.
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	900.00		APINV1567	Cortinas, Sandra
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	900.00		APINV1567	Green, Sheila
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6 hours @ $150/day)	900.00		APINV1567	Olewin, Carol
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	1,200.00		APINV1567	Coburn, Rufus T.
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	1,200.00		APINV1567	Miller, Ernest L.
10/18/2019	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	ARB Payroll PPE 10.11.19 (6 hours @ $200/day)	1,200.00		APINV1567	Wilkins, Patricia A.
10/18/2019	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	975.00		APINV1567	Harris, Debora A
10/18/2019	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	975.00		APINV1567	Kelly, Kendall
10/18/2019	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	975.00		APINV1567	Krauss, Guenter
10/18/2019	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	975.00		APINV1567	Needom, Talaya
10/18/2019	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (6.5 hours @ $150/day)	975.00		APINV1567	Ramsey, Shannon
10/18/2019	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	1,050.00		APINV1567	Delgado, Patricia M.
10/18/2019	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	1,050.00		APINV1567	Osborne, Dwain
10/18/2019	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7 hours @ $150/day)	1,050.00		APINV1567	Whitfield, Kenneth

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10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	1,125.00		APINV1567	Caffrey, Laura
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	1,125.00		APINV1567	Napier, Warren
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	1,125.00		APINV1567	Salvador, Andres
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	1,125.00		APINV1567	Smith, Stacy M
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $150/day)	1,125.00		APINV1567	Taylor, Mary
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $200/day)	1,500.00		APINV1567	Caughey, Harvey
10/18/2019	ARB Payroll PPE 10.11.19 (7.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (7.5 hours @ $200/day)	1,500.00		APINV1567	Jarman, Eugene
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Adkins, Tinka
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Charnis, Hart
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Colorado, Maria
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Ellison, Randal
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Howard, Margaret
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Kearns, Terence
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Stuart, Doug
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8 hours @ $150/day)	1,200.00		APINV1567	Ward, Kelly
10/18/2019	ARB Payroll PPE 10.11.19 (8 hours @ $200/day)	ARB Payroll PPE 10.11.19 (8 hours @ $200/day)	1,600.00		APINV1567	Lee, Diane
10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	1,275.00		APINV1567	Hermance, Larry
10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	1,275.00		APINV1567	Jellison, Robert
10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	1,275.00		APINV1567	Koster, JoAnn

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10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $150/day)	1,275.00		APINV1567	Stanley, Henry
10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $170/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $170/day)	1,445.00		APINV1567	Henderson, Wallace
10/18/2019	ARB Payroll PPE 10.11.19 (8.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (8.5 hours @ $200/day)	1,700.00		APINV1567	Gaines, Teresa A.
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	Amey-Flippin, Victoria
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	Carruthers, Teresa P.
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	DeLima, Vikki
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	King, Paul
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	Lung, Raymond C.
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	Martin, Shirley L.
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	McDonough, Linda L.
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9 hours @ $150/day)	1,350.00		APINV1567	Waddell, Michael
10/18/2019	ARB Payroll PPE 10.11.19 (9 hours @ $200/day)	ARB Payroll PPE 10.11.19 (9 hours @ $200/day)	1,800.00		APINV1567	Contreras, Felix
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Brandt, Stephen
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Briggs, Daimon
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Caldwell, Ernest
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Davis, Dean
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Derkunt, Mustafa E
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Dugger, Randall

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10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Newman Jr, Jack J
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $150/day)	1,425.00		APINV1567	Taylor, Bettye
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $200/day)	1,900.00		APINV1567	Johnson, Willie H.
10/18/2019	ARB Payroll PPE 10.11.19 (9.5 hours @ $200/day)	ARB Payroll PPE 10.11.19 (9.5 hours @ $200/day)	1,900.00		APINV1567	Storey, Cordelle B.
10/31/2019	ARB Payroll PPE 10.25.19 (0 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0 hours @ $150/day)	40.00		APINV1582	Green, Sheila
10/31/2019	ARB Payroll PPE 10.25.19 (0 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0 hours @ $150/day)	40.00		APINV1582	Stephens, Gene
10/31/2019	ARB Payroll PPE 10.25.19 (0 hours @ $200/day)	ARB Payroll PPE 10.25.19 (0 hours @ $200/day)	40.00		APINV1582	Stanton, Rufus
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Broughton, Barry
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Cockrum, Deborah
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Needom, Talaya
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Visconti, Joseph
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Ward, Kelly
10/31/2019	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (0.5 hours @ $150/day)	75.00		APINV1582	Warren-Vrabel, Rebecca S
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Brown, Michael
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Collins, Berdell
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Derkunt, Mustafa E
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Gowan, John R
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Harris, Debora A

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10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Johnson, Vincent H
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Mastain, Brandi
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1 hours @ $150/day)	150.00		APINV1582	Philfer, Craig
10/31/2019	ARB Payroll PPE 10.25.19 (1 hours @ $200/day)	ARB Payroll PPE 10.25.19 (1 hours @ $200/day)	200.00		APINV1582	Caughey, Harvey
10/31/2019	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	225.00		APINV1582	Charnis, Hart
10/31/2019	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	225.00		APINV1582	Daniels, James R
10/31/2019	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	225.00		APINV1582	Krauss, Guenter
10/31/2019	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (1.5 hours @ $150/day)	225.00		APINV1582	Whitfield, Kenneth
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	300.00		APINV1582	Cortinas, Sandra
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	300.00		APINV1582	Hermance, Larry
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	300.00		APINV1582	Jones, David
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2 hours @ $150/day)	300.00		APINV1582	McBrien, Wayne
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $170/day)	ARB Payroll PPE 10.25.19 (2 hours @ $170/day)	340.00		APINV1582	Razzaque, Mohammed A
10/31/2019	ARB Payroll PPE 10.25.19 (2 hours @ $190/day)	ARB Payroll PPE 10.25.19 (2 hours @ $190/day)	380.00		APINV1582	Dewhurst, Frank B.
10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	375.00		APINV1582	Amey-Flippin, Victoria
10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	375.00		APINV1582	Burden, Catherine E.
10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	375.00		APINV1582	Ross, Anthony
10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	375.00		APINV1582	Sellars, Susan
10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $150/day)	375.00		APINV1582	Waddell, Michael

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10/31/2019	ARB Payroll PPE 10.25.19 (2.5 hours @ $200/day)	ARB Payroll PPE 10.25.19 (2.5 hours @ $200/day)	500.00		APINV1582	Coburn, Rufus T.
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Adkins, Tinka
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Barber, Connie S.
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Caffrey, Laura
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Carruthers, Teresa P.
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	DeLima, Vikki
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Ingham, Helen
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	490.00		APINV1582	King, Paul
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Koster, JoAnn
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Lung, Raymond C.
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Napier, Warren
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Newman Jr, Jack J
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Osborne, Dwain
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Patton, June Latryle
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Salvador, Andres
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Shields, Diana L
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Stanley, Henry
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	450.00		APINV1582	Stuart, Doug
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3 hours @ $150/day)	490.00		APINV1582	Taylor, Bettye

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Travis Central Appraisal District
Standard General Ledger
40101 - Salaries
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
10/31/2019	ARB Payroll PPE 10.25.19 (3 hours @ $200/day)	ARB Payroll PPE 10.25.19 (3 hours @ $200/day)	600.00		APINV1582	Lee, Diane
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Brandt, Stephen
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Briggs, Daimon
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Burrall, Patricia
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Delgado, Patricia M.
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Dugger, Randall
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	565.00		APINV1582	Heimlich, Ed
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $150/day)	525.00		APINV1582	Kelly, Kendall
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $170/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $170/day)	595.00		APINV1582	Henderson, Wallace
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $200/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $200/day)	700.00		APINV1582	Harris, Sharon S.
10/31/2019	ARB Payroll PPE 10.25.19 (3.5 hours @ $200/day)	ARB Payroll PPE 10.25.19 (3.5 hours @ $200/day)	700.00		APINV1582	Miller, Ernest L.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Caldwell, Ernest
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Davis, Dean
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Dombrowski, Elizabeth
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Fadel, Med
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Howard, Margaret
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Jellison, Robert
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Kearns, Terence
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Lozano, James

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Travis Central Appraisal District
Standard General Ledger
40101 - Salaries
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Martin, Shirley L.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	McDonough, Linda L.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Pogrund, Richard
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Taylor, Mary
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	ARB Payroll PPE 10.25.19 (4 hours @ $150/day)	600.00		APINV1582	Torabi, Rahim
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $170/day)	ARB Payroll PPE 10.25.19 (4 hours @ $170/day)	680.00		APINV1582	Rhambo, Edna O.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Contreras, Felix
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Fields, William
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Gaines, Teresa A.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Jarman, Eugene
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Ross, Pamela G.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Storey, Cordelle B.
10/31/2019	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	ARB Payroll PPE 10.25.19 (4 hours @ $200/day)	800.00		APINV1582	Wilkins, Patricia A.
10/31/2019	ARB Payroll PPE 10.25.19 (7 hours @ $200/day)	ARB Payroll PPE 10.25.19 (7 hours @ $200/day)	1,400.00		APINV1582	King, Thomas L. Jr.
10/31/2019	ARB Payroll PPE 10.25.19 (7.5 hours @ $225/day)	ARB Payroll PPE 10.25.19 (7.5 hours @ $225/day)	1,687.50		APINV1582	Becker, Sara
10/31/2019	ARB Payroll PPE 10.25.19 (7.5 hours @ $275/day)	ARB Payroll PPE 10.25.19 (7.5 hours @ $275/day)	2,062.50		APINV1582	Thompson, Betty Lou
		Transaction Total	256,147.50	0.00		
		Balance 01 - ARB	1,504,412.50			

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Travis Central Appraisal District

Standard General Ledger

40101 - Salaries

01 - ARB

From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Balance 40101 - Salaries	1,504,412.50			

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Travis Central Appraisal District

Standard General Ledger

40220 - Operating Supplies

01 - ARB

From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Opening Balance	14,706.15			
10/23/2019	Correction to ARB Meeting Room Rental	Correction to ARB Meeting Room Rental	17.50		APINV1588	Miscellaneous Hotels on Credit Card
10/23/2019	Room Rental for ARB Team Lead Meeting- 10.28.19	Room Rental for ARB Team Lead Meeting- 10.28.19	150.00		APINV1577	Miscellaneous Ancillary Charges
		Transaction Total	167.50	0.00		
		Balance 01 - ARB	14,873.65			
		Balance 40220 - Operating Supplies	14,873.65			

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Travis Central Appraisal District

Standard General Ledger

40231 - Books, Publications, Subscriptions & Databases

01 - ARB

From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Current Balance	1,320.00			
		Balance 01 - ARB	1,320.00			
		Balance 40231 - Books, Publications, Subscriptions & Databases	1,320.00			

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Travis Central Appraisal District
Standard General Ledger
40320 - Travel, Meals & Lodging
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Current Balance	324.00			
		Balance 01 - ARB	324.00			
		Balance 40320 - Travel, Meals & Lodging	324.00			

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Travis Central Appraisal District
Standard General Ledger
40330 - Education & Training
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Current Balance	8,890.00			
		Balance 01 - ARB	8,890.00			
		Balance 40330 - Education & Training	8,890.00			

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Travis Central Appraisal District
Standard General Ledger
40510 - Legal & Attorney
01 - ARB
From 10/1/2019 Through 10/31/2019

Effective Date	Document Description	Transaction Description	Debit	Credit	Session ID	Name
		Opening Balance	21,227.50			
10/31/2019	ARB Attorney Fees- April thru August 2019	ARB Attorney Fees- April thru August 2019	1,310.08		APINV1600	Armstrong & Armstrong, PC
		Transaction Total	1,310.08	0.00		
		Balance 01 - ARB	22,537.58			
		Balance 40510 - Legal & Attorney	22,537.58			
Report Opening/Current Balance			1,294,732.65	0.00		
Report Transaction Totals			257,625.08	0.00		
Report Current Balances			1,552,357.73	0.00		
Report Difference			1,552,357.73			

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AGENDA ITEM #4E

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
TOM BUCKLE
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
JAMES VALADEZ
SECRETARY/TREASURER

MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
THERESA BASTIAN
BRUCE ELFANT
BLAMCA ZAMORA-GARCIA
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA

TO: Travis Central Appraisal District
Board of Directors

FROM: Leana H. Mann
Director of Operations

DATE: December 18, 2019

RE: Agenda Item 4E- Budget Line Item Transfers

I would like to request that the Board of Directors make the following line item transfers to the 2019 budget as presented on the following page. The line item transfers below do not require any additional funds from the taxing jurisdictions, nor will they impact the amount of unspent funds at the end of the year.

Respectfully submitted,

Leana H. Mann

Leana H. Mann, CGFO
Director of Operations

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Increases			Decreases		
40101	Salaries	$ 995,825	40111	Retirement Contributions	$ (60,000)
40107	Overtime	$ 9,655	40112	Health Insurance	$ (377,115)
40108	Seasonal & Temporary	$ 87,700	40117	Workers' Compensation Insurance	$ (20,000)
40113	Dental Insurance	$ 2,650	40127	Deferred Compensation	$ (600)
40114	Life Insurance	$ 5,325	40128	Retirement Contribution (401a Plan)	$ (19,350)
40119	Auto Allowance	$ 100	40129	Retiree Healthcare	$ (233,925)
40124	Long Term Care (LTC)	$ 1,785	40213	Postage & Freight- Special Services	$ (50,000)
40210	Printing	$ 90,619	40530	Appraisal Services	$ (240,000)
40211	Paper	$ 27,196	40540	Professional Services	$ (785,147)
40212	Postage & Freight	$ 164,432	40910	Capital Equipment	$ (302,500)
40214	Postage & Freight- Shipping	$ 700			
40220	Operating Supplies	$ 5,800			
40222	Operating Supplies- Equipment	$ 6,500			
40231	Books, Publications, Subscriptions & Data	$ 2,450			
40310	Dues & Memberships	$ 725			
40330	Training & Education	$ 300			
40340	Advertising & Legal Notices	$ 18,000			
40351	Board of Directors	$ 2,500			
40410	Utilities	$ 85,000			
40420	Telephone	$ 452			
40430	Wireless Internet	$ 2,548			
40520	Accounting & Audit	$ 975			
40610	Rental- Office Machines	$ 13,000			
40612	Rental- Facility Rental	$ 302,500			
40620	Hardware/Equipment Maintenance	$ 50,100			
40630	Building Maintenance	$ 60,000			
40631	Building Cleaning Service	$ 6,100			
40710	Property Insurance	$ 3,200			
40730	Security Services	$ 142,000			
40761	Vehicle Maintenance	$ 500			
		$ 2,088,637			*$ (2,088,637)*

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AGENDA ITEM #4F

Personnel Changes:

Name	**Action**	Date	**Job Title**	**Division**
Gretchen Stephens	Promotion	11/08/19	Manager	Residential Appraisal
Tanya DeLeon	Promotion	11/08/19	Team Lead	Residential Appraisal
Tammy Jo Pullen	New Hire	11/13/19	Appraiser	Residential Appraisal
Kristal Hite	New Hire	11/22/19	Clerk	Appraisal Support
Tyshona Swain	Separation	11/22/19	Team Lead	Appraisal Support
Allison Banks	Separation	12/06/19	Admin. Asst.	Commercial Appraisal

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AGENDA ITEM #5A

RESOLUTION OF THE
TRAVIS CENTRAL APPRAISAL DISTRICT

WHEREAS, the Board of Directors ("Board") of the Travis Central Appraisal District ("District") desires to update its operating and other written policies to address recent changes in the Texas Tax Code and to consolidate its policies into one format; and

WHEREAS, the Board has reviewed the attached "Policies of the Travis Central Appraisal District" ("2020 Board Policies") and desires to formally adopt the 2020 Board Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Travis Central Appraisal District Board, that:

Section 1: The Board hereby approves and adopts the 2020 Board Policies attached hereto as **Exhibit A**.

Section 2: The chief appraiser is hereby directed to provide a copy of Appendix A of the 2020 Board Policies (regarding General Policies and Procedures for Public Access) to the Taxpayer Liaison Officer and make it readily available to all members of the public.

Section 3: The 2020 Board Policies attached hereto as **Exhibit A** supersede and replace all prior Board policies and resolutions addressing the same topics, and to the extent of any conflict between the 2020 Board Policies attached hereto as **Exhibit A** and prior Board policies or resolutions, the 2020 Board Policies attached hereto as **Exhibit A** shall control.

Section 4: It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public and that public notice of the time, place and purpose of the meeting was given as required by law.

Section 5: This Resolution is effective immediately upon its adoption.

PASSED AND APPROVED on the _____day of _____ , 2020 by the Board of Directors of the Travis Central Appraisal District.

TRAVIS CENTRAL APPRAISAL DISTRICT

By: _____
Printed Name: Tom Buckle
Title: Chair, Board of Directors

ATTEST:

By: _____
Printed Name: James Valadez
Title: Secretary, Board of Directors

EXHIBIT A: 2020 Board Policies

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POLICIES

OF THE

TRAVIS CENTRAL APPRAISAL DISTRICT

Last Updated _____, 2020

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Appendix E: Taxpayer Liaison Officer Job Description

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I. INTRODUCTION

1. Creation and Purpose

- The Travis Central Appraisal District (the "District") is a political subdivision of the State of Texas created pursuant to Title 1 of the Tax Code. The District's primary responsibility is to develop an annual appraisal roll for use by taxing units in imposing ad valorem taxes on property in the District.

- The District's boundaries are the same as the Travis County boundaries.

2. Allocation of Operating Costs

- The costs of District operations are allocated to the various taxing units participating in the District on an annual basis based upon their relative tax levy. For example, a taxing unit which levies five percent of the combined total of taxes levied by all of the participating taxing entities is allocated five percent of the District's annual operating costs.

- Each taxing unit shall pay its annual allocation in four equal payments. Payments are due before the first day of each calendar quarter and late payments are assessed penalty and interest.

3. Rights of Taxing Units

- A majority of the taxing units entitled to vote in the selection of the District's Board of Directors (the "Board") have the authority to veto the appraisal District's budget and any other action of the Board.

4. Definitions

- "ARB" means the Appraisal Review Board
- "Board" means the Board of Directors of the District
- "District" means the Travis Central Appraisal District
- "Tax Code" means the Texas Tax Code

5. Policy Updates

- The Board may amend or revise these polices from time to time as they see fit in their sole discretion and as consistent with State law.

II. DISTRICT BOARD OF DIRECTORS

6. Number

- The District is governed by a Board of ten (10) Directors (including nonvoting members).

7. Eligibility

- To be eligible to serve on the Board, an individual other than the Travis County Tax

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Assessor-Collector must be a resident of the District and must have resided in the District for at least two (2) years immediately preceding the date of appointment. [Tax Code 6.03(a)]

- An employee of a taxing unit participating in the District is not eligible to serve unless the individual is also a member of the governing body or an elected official of a taxing unit participating in the District. [Tax Code 6.03(a)]

- A person may not be appointed or continue to serve on the Board, if related within the second degree of consanguinity (blood) or affinity (marriage) as determined by Chapter 573 of the Government Code to the following persons:
  - An appraiser who appraises property for use in an ARB proceeding; or
  - A person who represents property owners for compensation before the ARB.

  [Tax Code 6.035(a)(1)]. A Board member who continues to hold office knowing he or she is related in this manner to the above-described persons commits a Class B misdemeanor offense. [Tax Code 6.035(b)]

- Persons who appraise property for compensation for use in property tax proceedings or tax agents who represent owners for compensation are ineligible to service on the District Board until (i) the expiration of five (5) years after such activity (effective until 1/1/2020) or (ii) the expiration of three (3) years after such activity (effective after 1/1/2020). [Tax Code 6.035(a-1)]

- A person is ineligible to serve on the District Board if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency, unless the delinquent taxes and any penalties and interest are being paid under an installment payment agreement, or a suit to collect the delinquent taxes is deferred or abated. [Tax Code 6.035(a)(2)]

- An individual is not eligible to be appointed to or to serve on the Board if an individual has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the District. This prohibition also applies to contracts with a taxing unit that participates in the District if the contract relates to the performance of an activity governed by the Tax Code. A District may not enter into a contract with a Board member or with a business entity in which a Board member has a substantial interest. A taxing unit may not enter into a contract relating to the performance of an activity governed by the Tax Code with a Board member in which the taxing unit participates or with a business entity in which a Board member has a substantial interest. An individual has substantial interest in a business entity if:
  - the combined ownership of the Board member and the Board member's spouse is at least 10 percent of the voting stock or shares of the business entity; or
  - the Board member or the Board member's spouse is a partner, limited partner or officer of the business entity.

  [Tax Code 6.036]

8. District Term of Office

- Members of the District Board serve two (2) year staggered terms beginning on January 1. [Tax Code 6.03(b)] Unless prohibited by other law, or by ordinances, rules, regulations or policies of the appointing taxing entity, Board members may be re-appointed for

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subsequent terms.

9. Selection

- Members of the Board are selected by the taxing units participating in the District pursuant to resolutions adopted by the taxing units as authorized by Tax Code 6.031 in 1981 and 2013 (Resolution No. 20130002). Members of the Board are selected as follows:

    - The Travis County Commissioners' Court selects two (2) representatives to the Board of Directors with one appointee residing in either precinct 2 or 3 and the other appointee residing in either precinct 1 or 4.
    - The City of Austin selects two (2) representatives to the Board of Directors.
    - The Austin Independent School District selects two (2) representatives to the Board of Directors.
    - One (1) appointee is selected by a majority vote of the following eastern jurisdictions: City of Pflugerville, Pflugerville ISD, Manor ISD, City of Manor, Del Valle ISD, Coupland ISD, Village of Creedmoor, City of Mustang Ridge Village of San Leanna Village of Webberville, City of Elgin, Elgin ISD, City of Round Rock, and Round Rock ISD, and any future junior college District with each entity casting one vote.
    - One (1) appointee is selected by a majority vote of the following western jurisdictions: City of West Lake Hills, City of Lakeway, City of Rollingwood, Eanes ISD, City of Lago Vista, Lago Vista ISD, Lake Travis ISD, Dripping Springs ISD, City of Jonestown, Village of Briarcliff, Village of the Hills, Village of Point Venture, Village of Bee Cave, Village of Volente, Marble Falls ISD, City of Cedar Park, Johnson City ISD, Leander ISD and City of Leander with each entity casting one vote.
    - One appointee (1) is selected in the following manner: the City of Austin and the Austin Independent School District will jointly select one representative.
    - The Travis County Tax Assessor/Collector serves as a non-voting member unless appointed by Travis County as one of its voting members.

- The Board may change the number of Directors or method of selecting Directors, or both, as allowed by Tax Code 6.03.

10. Oath of Office and Anti-Bribery Statement

- The Texas Constitution requires each Board member to sign an anti-bribery statement and take an oath of office before beginning a term. The anti-bribery statement and official oath of office are on forms located on the Texas Secretary of State's website.

- No Board member can act until his or her anti-bribery statement is executed and oath of office is administered.

11. Open Government Training

- All Board members are required to comply with the open government training requirements set forth in Government Code Sections 551.006 (Open Meetings Act) and 552.012 (Public Information Act).

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- On completion of the required training courses, the Board Member shall provide the certificates of course completion to the District's public information officer or the chief appraiser. Additional information on the required training can be found at: https://texasattorneygeneral.gov/faq/og-open-government-training-information.

12. Ex Parte Communications

- A Board member commits a Class C misdemeanor offense if the Board member directly or indirectly communicates with the chief appraiser on any matter relating to the appraisal of property by the District. [Tax Code 6.15(a)] However, this type of communication is allowed in:
  - an open meeting of the District Board or another public forum; or
  - a closed meeting of the Board held to consult with its attorney about pending litigation, at which the chief appraiser's presence is necessary for full communication between the Board and its attorney.

  [Tax Code 6.15(a)(1)-(2), (d)] Also, the foregoing prohibition does not prohibit a Board member from transmitting to the Chief Appraiser without comment a complaint by a property owner or taxing unit about the appraisal of a specific property, provided that the transmission is in writing. [Tax Code 6.15(c-1)]

- A Board member commits a Class A misdemeanor offense if the Board member communicates with a member of the ARB with the intent to influence a decision by the ARB in the ARB member's capacity as a member of the ARB. [Tax Code 6.411(c-1)] However, this provision does not apply to the communications described in Tax Code § 6.411(c) (communication with the Board's legal counsel), or the following communications described in subsection Tax Code 6.411(c-1):
  1) during a hearing on a protest or other proceeding before the ARB;
  2) that constitute social conversation;
  3) that are specifically limited to and involve administrative, clerical, or logistical matters related to the scheduling and operation of hearings, the processing of documents, the issuance of orders, notices, and subpoenas, and the operation, appointment, composition, or attendance at training of the ARB; or
  4) that are necessary and appropriate to enable the Board to determine whether to appoint, reappoint, or remove a person as a member or the officer of the ARB.

  [Tax Code § 6.411(b), (c), (c-1), (d)]

13. Vacancies on the Board

- In the event of a vacancy on the Board, the governing body of the taxing unit or units which appointed the person who vacated the position shall select the replacement. The procedure used is the same as that for the original appointment.

14. Recall

- The governing body of the taxing unit who participated in the appointment of an individual to the Board may initiate the recall of its representative. [Tax Code 6.033]

15. Officers

- The required officers of the Board shall consist of a Chairperson and Secretary, who shall

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be selected by majority vote at the regular January meeting of each year and serve one (1)-year terms. [Tax Code 6.04(a)]

- The Board may also select a Vice-Chairperson to serve in the absence of the Chairperson.
- In the event of a vacancy of office, the vacancy is filled at the first regular meeting following the vacancy. Board Officers may be reappointed for successive one (1)-year terms.

- The duties of the Chairperson shall include:
  - presiding at Board meetings;
  - appointing Board committee members;
  - signing all legal instruments requiring Board approval;
  - performing legal duties as required by state statute; and
  - any other functions assigned by the Board.
    The Chairperson may vote on any matter coming before the Board except as prohibited by statute.

- The duties of the Vice-Chairperson shall include:
  - performing the duties of the Chairperson when the Chairperson is unavailable;
  - any other functions assigned by the Board.

- The duties of the Secretary shall include:
  - presiding at meetings when both the Chairperson and Vice-Chairperson are absent from the meeting; and
  - assist the chief appraiser in meeting statutory notice requirements; and
  - any other functions assigned by the Board.

16. Authority and Functions of the Board

The statutory responsibilities of the Board, and additional information regarding the District's implementation of these responsibilities, include:

(a) Establish the appraisal District office (Tax Code §6.05(a))

- The District's office is located at 8314 Cross Park Drive, Austin, Texas 78754

(b) Hire a chief appraiser (Tax Code §6.05(c))

- The Board shall appoint a chief appraiser.
- The Board shall take appropriate action to solicit a number of qualified applicants in the event the position of chief appraiser becomes vacant. Applicant solicitations are to be posted in appropriate media outlets, newspapers, trade journals, etc. Such applicant solicitations shall include entry requirements as stated in the chief appraiser job description.
- Applicant references shall be requested and contacted.
- The chief appraiser is an officer of the District for purposes of the nepotism laws.
- The District may not employ or contract with the chief appraiser's spouse, parent or stepparent, child or stepchild, or the spouse of any of these.
- The Board shall evaluate the chief appraiser annually; including goal setting, with a Board evaluation instrument.
- The chief appraiser job description and evaluation form are attached hereto as

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Appendices B and C, respectively, and may be amended from time to time by the Board.

(c) Adopt the District's annual operating budget before Sept. 15 after fulfilling notice requirements and holding a public hearing (Tax Code §6.06(b))

- The Board shall consider and adopt an annual budget by September 15th of each year.
- The budget may not be adopted until written notice is given to the taxing entities and the Board has conducted a public hearing on the proposed budget.
- The chief appraiser shall prepare the proposed budget and schedule a public meeting to present the preliminary budget before June 15th of each year.
- The budget shall include the following:
  - each proposed employee position with salary range and benefits
  - each proposed capital expenditure
  - an estimate of the budget to be allocated to each taxing unit
  - a list of obligated reserve funds, and
  - other items necessary for District operations including contract payments for services, funds for ARB operations, reimbursement for Board of Director expenses, employee education expenses, legal fees and expenses incurred by the appraisal District and the ARB
- The proposed budget will be sent to all taxing entities for their review.
- Based on changes to the proposed budget as approved by the Board, the chief appraiser shall prepare the final budget and present it for final Board approval as required by statute.
- The Board may amend the budget if necessary, but must deliver a written copy of the proposed amendment to the taxing entities not later than the 30th day before the date the Board acts on it. [Tax Code §6.06(c)].
- More information regarding the Board's annual budget is provided in two separate policies adopted by the Board – the "Finance Policy" and the "Investment Policy." These two policies are reviewed annually and updated as necessary.

(d) Adopt a new budget within 30 days after a budget is disapproved by voting taxing units (Tax Code §6.06(b));

(e) Comply with statutory requirements for the appraisal review board (ARB) member and auxiliary member selection process (Tax Code §§6.41(b), (d), (d-1), (e), 6.414(a) and 6.42(a))

- See Chapter IV of this Policy

(f) Notify taxing units of any vacancy on the board and elect by majority vote of members one of the submitted nominees (Tax Code §6.03(l));

(g) Elect from members a Chairperson and Secretary at the first meeting of the calendar year, and, at its option, a Vice-Chairperson (Tax Code §6.04(a));

(h) Have Board meetings at least once each calendar quarter (Tax Code §6.04(b));
Unless there is no business to transact, or the meeting notice provides otherwise, the Board meets on the 1st Monday of every month commencing at 11:30 AM.

Commented [MDC1]: To match current practices and the website --- The Board of Directors (Board) typically conducts monthly meetings called at the discretion of the Chairperson of the Board.

(i) Develop and implement policies regarding reasonable access to the Board (Tax Code §6.04(d) and (e));

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See **Appendix A** regarding public access to the Board.

(j) Prepare information describing the Board's functions and complaint procedures; the information must be made available to the public and the appropriate taxing units (Tax Code §6.04(f));
See **Appendix A** regarding public access to the Board.

(k) Notify parties to a complaint filed with the board of the status of the complaint unless otherwise provided (Tax Code §6.04(g));
See **Appendix A** regarding public access to the Board.

(l) Appoint a taxpayer liaison officer (Tax Code §6.052(a));
See **Appendix A** regarding public access to the Board.

(m) Biennially develop a written plan for the periodic reappraisal of all property in the District's boundaries, hold a public hearing with the required notice, approve a plan by Sept. 15 of each even-numbered year and distribute copies to participating taxing units and to the Comptroller's office as required (Tax Code §6.05(i));

- The Board shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the District according to the requirements of Tax Code 25.18 and shall hold a public hearing to consider the proposed plan.
- Not later than the 10th day before the date of the hearing, the Secretary of the Board shall deliver to the presiding officer of the governing body of each taxing unit participating in the District a written notice of the date, time, and place for the hearing.
- Not later than September 15 of each even-numbered year, the Board shall complete its hearings, make any amendments, and by resolution finally approve the plan.
- Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the District and to the comptroller within 60 days of the approval date.
- The plan shall provide for the following reappraisal activities for all real and personal property in the District at least once every three years:

(1) identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
(2) identifying and updating relevant characteristics of each property in the appraisal records;
(3) defining market areas in the District;
(4) identifying property characteristics that affect property value in each market area, including:

(a) the location and market area of property;
(b) physical attributes of property, such as size, age, and condition;
(c) legal and economic attributes; and
(d) easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;

(5) developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and

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determines the contribution of individual property characteristics;

(6) applying the conclusions reflected in the model to the characteristics of the properties being appraised; and

(7) reviewing the appraisal results to determine value.

(n) Make an agreement with newly formed taxing unit's governing body on an estimated budget allocation for the new taxing unit (Tax Code §6.06(h));

(o) Have prepared an annual financial audit conducted by an independent certified public accountant and deliver a copy of the audit to each voting taxing unit and make available for inspection at the District office (Tax Code §6.063(a) and (b));

(p) Designate the District depository at least once every two years (Tax Code §6.09);

(q) Receive taxing units' resolutions disapproving board actions (Tax Code §6.10);

(r) Adhere to requirements regarding purchasing and contracting under Local Government Code Chapter 252 (Tax Code §6.11);

(s) Provide advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determine the number of members on that advisory board (Tax Code §6.12(a));

(t) Adhere to laws concerning the preservation, microfilming, destruction or other disposition of records (Tax Code §6.13);

(u) Adopt and implement a policy for the temporary replacement of an ARB member who violates ex-parte communication requirements (Tax Code §41.66(g));
See Paragraph 38 of this Policy.

(v) Provide for the operation of a consolidated central appraisal District by interlocal contract between two or more adjoining central appraisal districts (Tax Code §6.02);

(w) Change the number of directors or method of selecting directors, or both, unless any of the voting taxing units oppose the change (Tax Code §6.031(a));

(x) Have board meetings at any time at the call of the Chairperson or as provided by Board rule (Tax Code §6.04(b));

(y) Contract with another central appraisal District or with a taxing unit in the central appraisal District to perform the duties of the District (Tax Code §6.05(b));

(z) Prescribe, by resolution, specified actions of the chief appraiser relating to District finances or administration that are subject to board approval (Tax Code §6.05(h));

(aa) Employ a general counsel to the District to serve at the will of the Board (Tax Code §6.05(j));

(bb) Purchase or lease real property and construct improvements necessary to establish and operate an appraisal District office or branch office (Tax Code §6.051(a));

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(cc) Convey real property owned by the District (Tax Code §6.051(c));

(dd) Authorize the chief appraiser to disburse District funds (Tax Code §6.06(f));

(ee) Change the District's method of financing unless any participating taxing unit opposes the change (Tax Code §6.061(a));

(ff) Contract with the governing body of a taxing unit or county to assess and collect taxes through the Interlocal Cooperation Act (Tax Code §6.24(a) and (b));

(gg) The Tax Code also provides certain statutory authority to the Board of directors outside of Chapter 6, including authorizing a board of directors to approve the chief appraiser to contract with private appraisal firms to perform appraisal services under Tax Code Section 25.01(b). On written approval of the board of directors, a chief appraiser is entitled to appeal certain ARB orders to District court as provided by Tax Code Section 42.02.

17. Conflicts of Interest and General Ethics

- District Board members are expected to be independent, impartial, and responsible to property owners in the District; not to use the office for personal gain, and comply with state law.

- The District may not enter into a contract with a member of the ARB or with a business entity in which a member of the ARB has a substantial interest. Also, a taxing unit may not enter into a contract with a member of the ARB or with a business entity in which a member of the ARB has a substantial interest. An individual has a substantial interest in a business entity if:
  - (1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or
  - (2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

  The term "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law. [Tax Code 6.413(b), (d), (e)]

- District Board members are also subject to the provisions of Tax Code 6.036 (regarding eligibility), Local Government Code Chapters 171 and 176 (regarding conflicts of interest) and Chapter 39 of the Penal Code (regarding abuse of office). A recusal form for use under Local Government Code Chapter 171 is attached hereto as **Appendix D.** Forms for use for Chapter 176 purposes are available at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

III. DISTRICT ADMINISTRATION

18. Authority of Individual Board Members

- Individual Board members shall have the authority to speak or act on behalf of the Board only as consistent with a resolution or other specific authority granted to an individual Board member by a majority of the Board members present at a meeting held in compliance with the Open Meetings Act.

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- The Board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instructions of a majority of the Board members present at a meeting held in compliance with the Open Meetings Act.

19. Board Committees

- The Board may establish committees as needed to assist it in carrying out its responsibilities. A majority vote of the Board members present at a meeting held in compliance with the Open Meetings Act will be required to establish a committee. If the Board approves establishment of a committee, the Chairperson shall appoint individual Board members to serve as committee members.

- The committees may include, but are not limited to, the budget committee and the employee benefits committee.

- A committee member will serve until the committee is dissolved or a successor is named.

- Except as otherwise provided herein, each committee may establish its own written operating procedures, subject to the approval by the Board.

- The committees may act only in advisory capacity to the Board and may not take any action which in any way binds or usurps the power and/or responsibilities of the Board.

20. Chief Appraiser

- The chief appraiser is the chief administrative officer of the District.

- The Board appoints the chief appraiser, who serves at the pleasure of the Board. The Board evaluates the chief appraiser annually.

- The chief appraiser is an officer of the District for purposes of the nepotism law, Chapter 573, Government Code. The District may not employ or contract with the chief appraiser's spouse, parent or stepparent, child or stepchild, or the spouse of any of these. [Tax Code 6.05(g)]

- To be eligible to serve as a chief appraiser, a person must hold one of the following professional designations:
  • Registered Professional Appraiser (RPA) from TDLR;
  • MAI from the Appraisal Institute;
  • Assessment Administration Specialist from the International Association of Assessing Officers (IAAO); -
  • Certified Assessment Evaluator from IAAO; or
  • Residential Evaluation Specialist from IAAO.

- A chief appraiser with a professional designation other than an RPA, must become certified with TDLR as an RPA within five years of appointment as chief appraiser. [tax Code 6.05(c)]

- An individual may not serve as a chief appraiser unless the individual has completed chief

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appraiser training pursuant to Occupations Code Section 1151.164 and Tax Code Section 5.042. [Tax Code 5.042(a)] However a person may serve in a temporary, provisional or interim capacity as chief appraiser for up to one year without completing the required training. [Tax Code 5.042(b)] Chief appraisers are required to complete at least half of their required continuing education hours in programs devoted to one or more of the topics listed in Occupations Code Section 1151.164(b) and at least two of the hours in ethics specific to maintaining the independence of an appraisal office from political pressure. [Occ. Code 1151.1581]

- Owing delinquent property taxes disqualifies a person from serving as chief appraiser. [Tax Code 6.035(a)] A person is ineligible for employment as a chief appraiser if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency. [Tax Coe 6.035(a)] This disqualification does not apply if the person is paying the delinquent taxes and any penalties and interest under an installment payment agreement or has deferred or abated a suit to collect the delinquent taxes. [Tax Coe 6.035(a)] A person is also disqualified from employment as the chief appraiser if the person is related within the second degree by consanguinity or affinity to a person who appraises property for compensation for use in proceedings under the Tax Code or to a person who represents property owners for compensation in such proceedings in the CAD. [Tax Coe 6.035(a)] A chief appraiser who remains employed knowing he or she is related to an appraiser or tax representative as prohibited commits a Class B misdemeanor offense. [Tax Coe 6.035(a)] A chief appraiser who is not eligible to serve cannot perform any action required by law for chief appraisers, including the preparation, certification or submission of any part of the appraisal roll. [Tax Coe 6.05(c)] A chief appraiser must give written notice of eligibility to serve as chief appraiser to the Comptroller's office no later than Jan. 1 each year. [Tax Coe 6.05(c)] The Comptroller's office will appoint an eligible person to perform the duties of chief appraiser for a CAD whose chief appraiser is ineligible to serve. [Tax Coe 6.0501(a)]

- In the event a vacancy occurs in the office of the chief appraiser, the deputy chief appraiser shall exercise the responsibilities of the chief appraiser until the Board can meet to designate an interim chief appraiser, who shall coordinate the search for a replacement with the Board. In the event of the chief appraiser's retirement or resignation, the Board and the interim chief appraiser shall coordinate the search for a replacement. The Chairperson may appoint members of the Board to serve as a search committee, and may retain outside assistance deemed necessary to recruit the best possible candidate.

21. Chief Appraiser Duties and Responsibilities

- The chief appraiser coordinates and implements the goals and objectives established by District Board policy, provisions of the Tax Code, and other applicable laws and rules. The chief appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and for the administration of the appraisal office, such as:

  - appraising all taxable property at market value, except as otherwise provided by law;
  - determining eligibility for exemptions;
  - determining eligibility for special appraisal and establishing both a market and special value on qualified property;
  - studying property values and sales to determine prevailing market prices;
  - creating appraisal records – appraisal cards, tax maps, property identification system,

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lists, forms applications and other items;
- creating procedures for equitable and uniform taxation of inventory;
- sending notices of appraised value;
- determining whether property qualified for agricultural or timber appraisal has undergone a change of use and sending a notice of change of use to the owner;
- submitting complete appraisal records of all property to the ARB;
- testifying before the ARB on proposed values or exemptions and other actions taken by the chief appraiser or designating a staff member to do so;
- contracting, with the approval of the District Board, with private appraisal firms, if appropriate;
- presenting supplemental records and other items for ARB consideration;
- correcting records as ordered by the ARB;
- certifying an appraisal roll and other listings to each taxing unit participating in the District;
- issuing permits for "going out of business sales" and sending notices of such sale to other entities;
- appointing an agricultural advisory Board, with the advice and consent of the Board;
- perform other legal responsibilities or duties assigned by the Board.

- Additionally, the chief appraiser is assigned duties by the Board necessary for conduct of Board duties and implementation of Board policy. The chief appraiser shall:
  - Establish a comprehensive program for conduct of all appraisal activities and keep the Board informed on the progress of appraisal activities.
  - Develop and implement sound administrative procedures for conduct of all District functions.
  - Develop and implement an effective financial management system and provide reports to the Board to allow evaluation of the District's fiscal affairs.
  - Develop and implement an effective internal budget development system and prepare a proposed budget by June 15 of each year.
  - Serve as the District's spokesperson in providing information to news media, taxing units, and the general public on the operations of the appraisal District and provisions of the property tax laws.
  - Prepare the agenda for each Board meeting, attend all meetings, and provide staff recommendations for all appropriate Board actions.
  - In consultation with the District's chief legal counsel, provide recommendations on litigation matters for Board action.
  - Develop and implement a personnel management system for job assignments, personnel evaluations, staff hiring, and other personnel related matters.
  - Employ and compensate professional, clerical and other personnel as provided by the budget. However, the chief appraiser may not intentionally or knowingly employ any individual related to a member of the District Board within the second degree by affinity or within the third degree by consanguinity, as determined under Chapter 573, Government Code. Such on offense is a misdemeanor punishable by a fine of not less than $100 or more than $1,000. [Tax Code 6.05(f)] Also, an individual may not be employed by an appraisal district if the individual is (1) an officer of a taxing unit that participates in the appraisal district; or (2) an employee of a taxing unit that participates in the appraisal district [Tax Code 6.054]

22. Chief Appraiser Compensation

- The chief appraiser is entitled to compensation as provided by the budget adopted by the

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District Board. [Tax Code 6.05(d)] The chief appraiser's compensation may not be directly or indirectly linked to an increase in the total market, appraised or taxable value of property in the District. [Tax Code 6.05(d)]

23. Chief Appraiser Communications

- The chief appraiser commits a Class C misdemeanor offense if the chief appraiser directly or indirectly communicates with a District Board member on any matter relating to the appraisal of property by the District, except in:
  (1) an open meeting of the board of directors or another public forum; or
  (2) a closed meeting of the board of directors held to consult with the board's attorney about pending litigation, at which the chief appraiser's presence is necessary for full communication between the board and the board's attorney.

  However, the foregoing prohibition does not apply to a routine communication between the chief appraiser and the Travis County Assessor-Collector that relates to the administration of an appraisal roll, including a communication made in connection with the certification, correction, or collection of an account, regardless of whether the Travis County Assessor-Collector was appointed to the District Board of or serves as a nonvoting director. [Tax Code 6.15 (b), (c), (d)]

  Also, the foregoing prohibition does not prohibit a Board member from transmitting to the Chief Appraiser without comment a complaint by a property owner or taxing unit about the appraisal of a specific property, provided that the transmission is in writing. [Tax Code 6.15(c-1)]

Commented [MDC2]: This is a duplicate of item two bullet points below.

- A chief appraiser commits a Class B misdemeanor offense if the chief appraiser refers a person, whether gratuitously or for compensation, to another person for the purpose of obtaining an appraisal of property, whether or not the appraisal is for ad valorem tax purposes. [Tax Code 6.035(c)]

- The chief appraiser commits a Class A misdemeanor offense if the chief appraiser communicates with the local administrative District judge regarding the appointment of ARB members. [Tax Code 6.41(i), (k)] However, this prohibition does not apply to
  - (1) a communication between a member of the appraisal review board and the local administrative district judge regarding the member's reappointment to the board;
  - (2) a communication between the taxpayer liaison officer for the appraisal district and the local administrative district judge in the course of the performance of the officer's clerical duties so long as the officer does not offer an opinion or comment regarding the appointment of appraisal review board members;
  - (3) a communication between a chief appraiser or another employee or agent of the appraisal district, a member of the appraisal review board for the appraisal district, or a member of the board of directors of the appraisal district and the local administrative district judge regarding information relating to or described by Section 6.41(d-1) ("All applications submitted to the appraisal district or to the appraisal review board from persons seeking appointment as a member of the appraisal review board shall be delivered to the local administrative district judge. The appraisal district may provide the local administrative district judge with

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information regarding whether an applicant for appointment to or a member of the board owes any delinquent ad valorem taxes to a taxing unit participating in the appraisal district."), 6.41(d-5) ("The appraisal district of the county shall provide to the local administrative district judge, or to the appraisal review board commissioners, as the case may be, the number of appraisal review board positions that require appointment and shall provide whatever reasonable assistance is requested by the local administrative district judge or the commissioners"), or 6.41(f) (relating to grounds for removal), or Section 411.1296, Government Code (criminal history record information of an ARB applicant);

- (4) a communication between a property tax consultant or a property owner or an agent of the property owner and the taxpayer liaison officer for the appraisal district regarding information relating to or described by Section 6.41(f) (relating to grounds for removal). The taxpayer liaison officer for the appraisal district shall report the contents of the communication relating to or described by Subsection (f) to the local administrative district judge; or
- (5) a communication between a property tax consultant or a property owner or an agent of the property owner and the local administrative district judge regarding information relating to or described by Section 6.41(f).

- A chief appraiser commits a Class A misdemeanor offense if the chief appraiser communicates with a member of the ARB, a member of the District Board, or the local administrative District judge regarding a ranking, scoring, or reporting of the percentage by which the appraisal review board or a panel of the board reduces the appraised value of property. [Tax Code 6.41(j), (k)]

- A chief appraiser commits a Class A misdemeanor offense if the chief appraiser communicates with a member of the ARB with the intent to influence a decision by the ARB in the ARB member's capacity as a member of the ARB. [Tax Code 6.411(c-1)] This provision does not apply to the communications described in Tax Code § 6.411(c) (communication with the Board's legal counsel), or the following communications described in subsection Tax Code 6.411(c-1):
  1) during a hearing on a protest or other proceeding before the ARB;
  2) that constitute social conversation;
  3) that are specifically limited to and involve administrative, clerical, or logistical matters related to the scheduling and operation of hearings, the processing of documents, the issuance of orders, notices, and subpoenas, and the operation, appointment, composition, or attendance at training of the ARB; or
  4) that are necessary and appropriate to enable the Board to determine whether to appoint, reappoint, or remove a person as a member or the officer of the ARB.

  [Tax Code § 6.411(b), (c), (c-1), (d)]

24. Taxpayer Liaison Officer

- The District Board appoints a Taxpayer Liaison Officer whose duties are described in Sections 6.04(d), (e) and (f) and 6.052 of the Tax Code. A job description for the Taxpayer Liaison Officer is attached hereto as **Appendix D**.

- The Taxpayer Liaison Officer administers public access functions for the District; provides information and materials to the public; resolves disputes that do not involve matters that

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may be protested under Tax Code Section 41.41; receives, compiles and forwards complaints, comments and suggestions concerning ARB matters to the Texas Comptroller's office; and delivers ARB applications received and provides clerical assistance to the local administrative District judge as part of the ARB selection process. The Taxpayer Liaison Officer serves at the pleasure of the District Board.

- The chief appraiser or any other person who performs legal or appraisal services for the CAD for compensation is not eligible to be the Taxpayer Liaison Officer. The Taxpayer Liaison Officer is entitled to compensation as provided by the budget adopted by the board of directors.

- The Taxpayer Liaison Officer must administer the public access functions required by Tax Code Sections 6.04(d), (e) and (f) which include allowing the public to speak before the board of directors; preparing and maintaining a written plan on reasonable access to the board for those who do not speak English or who have physical, mental or developmental disabilities; and preparing information describing the functions of the board and the complaint process.

- The Taxpayer Liaison Officer provides information and materials designed to assist property owners in understanding the appraisal process, protest procedures, procedures for filing comments, suggestions or complaints and related matters. The taxpayer liaison officer is required to provide comments and suggestions to the Comptroller's office concerning ARBs.

- The Taxpayer Liaison Officer is also responsible for providing clerical assistance to the local administrative District judge in the selection of ARB members. The taxpayer liaison officer shall deliver to the local administrative District judge any applications to serve on the ARB that are submitted to the Taxpayer Liaison Officer and shall perform other duties as requested by the local administrative District judge. The Taxpayer Liaison Officer may not influence the process for selecting ARB members. [Tax Code § 6.41(d-1); 6.051(f)]

IV. APPRAISAL REVIEW BOARD

25. ARB Duties

- The Appraisal Review Board (ARB) is responsible for the local administrative review of appraisal records and hearing taxpayer protests.
- The Board, by resolution, establishes the number of ARB members and auxiliary ARB members. [Tax Code § 6.41(b)]. The number of ARB members may change from time to time as the Board determines.

26. ARB Member Selection

- The members of the ARB are appointed by the Travis County administrative District judge under Subchapter D, Chapter 74, Government Code. [Tax Code § 6.41(d-1)]

- In appointing or reappointing ARB members, the administrative District judge may be provided with information described in Tax Code Section 6.41(d-1) (regarding whether an ARB applicant owes any delinquent ad valorem taxes to a taxing unit of the District), (d-

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5) (the number of ARB positions requiring appointment), or (f) (grounds for removal of an ARB member), or Section 411.1296, Government Code (criminal history record information of an ARB applicant). [Tax Code 6.41(i), (k)]

- The local administrative district judge shall select a chairman and a secretary from among the members of the ARB. The judge is encouraged to select as chairman of the ARB who has a background in law and property appraisal. [Tax Code § 6.42(a)]

- As allowed by Tax Code § 6.41(e), the Board by resolution has provided for staggered terms, so that the terms of as close to one-half of the members as possible expire each year. In making the initial or subsequent appointments, the local administrative District judge or the judge's designee shall designate those ARB members who serve terms of one (1) year as needed to comply with the Board's resolution.

- An auxiliary ARB member is appointed in the same manner and for the same term as an ARB member under Tax Code 6.41 and is subject to the same eligibility requirements and restrictions as a board member under Tax Code 6.41, 6.411, 6.412, and 6.413. [Tax Code § 4.414(b)]

[Tax. Code § 6.41(f)]

27. ARB Ex Parte Communications

- ARB members commit an offense if the ARB member communicates with the chief appraiser or another employee or a member of the District's Board in violation of Tax Code 41.66(f), which provides that an ARB member may not communicate with another person concerning:
  - the evidence, argument, facts, merits, or any other matters related to an owner's protest, except during the hearing on the protest; or
  - a property that is the subject of the protest, except during a hearing on another protest or other proceeding before the board at which the property is compared to other property or used in a sample of properties.

28. ARB Ethics and Conflicts of Interest

- The District may not enter into a contract with a member of the ARB or with a business entity in which a member of the ARB has a substantial interest. Also, a taxing unit may not enter into a contract with a member of the ARB or with a business entity in which a member of the ARB has a substantial interest. An individual has a substantial interest in a business entity if:
  - the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or
  - the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

  The term "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law. [Tax Code 6.413(b), (d), (e)]

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29. ARB Clerical Support

- The chief appraiser assigns District staff to provide clerical assistance to the ARB. The law requires the ARB to adopt rules of procedure. The ARB must post its hearing procedures wherever it conducts protest hearings.

30. ARB Budget

- The District budget should separately identify ARB budget expenses in the District's budget to the extent practicable.

- The ARB Chairperson should make every effort to schedule ARB panel hearings and meetings in a manner calculated not to exceed the District budget.

31. ARB Attorney

- The ARB may employ legal counsel of its choice if provided for in District budget, or use the services of the County Attorney if the District budget does not provide for retention of a private ARB attorney. [Tax Code 6.43(a), (e)]

- Except for the County Attorney, an attorney may not serve as legal counsel for the ARB if the attorney or a member of that attorney's law firm has during the year before the date of the ARB's hiring of the attorney represented a property owner who owns property in the District, a taxing unit member of the District, or the District in a matter addressed by Tax Code 1.111 or 25.25, Subtitle F of Title 1 of the Tax Code, or Subchapter Z, Government Code. [Tax Code 6.43(b)]

32. ARB Compensation

- Members of the ARB are entitled to per diem set by the District budget for each day the ARB meets and to reimbursement for actual and necessary expenses incurred in the performance of ARB functions as provided by the District budget. [Tax Code 6.42(c)]

- An auxiliary ARB member is entitled to compensation as provided by the District budget and is not entitled to a per diem or reimbursement of expenses under Tax Code 6.42(c). [Tax Code 6.414(f)]

- Annually, the District Board will adopt a pay scale for ARB members commensurate with their level of experience and period of service as follows:

Term or Officer Position	½ Day (2-4 hrs) Hearing	Full Day Hearing	Quorum /ARB Meeting
First Term Member			
Second Term Member			
Third Term Member			
ARB Chair			
ARB Secretary			

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- Depending on the staffing needed to meet the statutory obligations of the ARB, if one or more ARB members are recused from a hearing for the reasons stated in Tax Code 41.66(g), or have resigned or been removed from office, the ARB chairman shall notify the chief appraiser and tax liaison officer of the temporary or permanent vacancy (as the case may be). The chief appraiser or tax liaison officer shall notify the local administrative District judge of the number of temporary or permanent vacancies needing to be filled and request that the position(s) be filled from the remaining candidate pool used in the initial appointment of ARB members for that tax year. If the vacancy is permanent, the request to the local administrative District judge shall be for appointment of replacement ARB member(s) for the unexpired term(s) of the recusing, removed, or resigning member. If the vacancy is temporary, the request to the local administrative District judge shall be for a replacement ARB member to serve until the expiration of the temporary vacancy period, which shall not be longer than December 31 of any calendar year. The term of service of any appointee filling a temporary or permanent vacancy shall commence on the first day of his or her service as an ARB member; the past service term of the recusing, removed or resigning ARB member shall not count toward the service term of the replacement ARB member.

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Appendix A

Travis Central Appraisal District
General Policies & Procedures for Public Access

Commented [TEC3]: These can be copied into a stand alone handout when final.

I. General Information about the District

The Travis Central Appraisal District's (District's) primary function is appraising taxable property for Travis County, cities, school districts and a number of other special taxing units such as fire, water, and hospital districts, which levy property taxes within their jurisdictional boundaries. The District appraises thousands of property parcels annually. The District also administers property tax exemptions and determines taxable situs of property. The chief executive of the District is the chief appraiser. The Board meets at least once each calendar quarter and more often when there is business to discuss.

II. District Board of Directors

The governing body of the District is its Board of Directors (Board), who are elected or appointed by the taxing units served by the District. The Board selects a chief appraiser, the Taxpayer Liaison Officer, and Board general counsel. The Board also adopts the annual District budget, and ensures that the District follows policies and procedures, appropriate state laws and regulations. The Board does not appraise property, hear protests or make decisions affecting appraisal records.

III. Chief Appraiser

The chief appraiser and the chief appraiser's staff appraise property within the District. If you have a concern about the appraisal of property, you should first discuss it with the District's staff. Complaints regarding appraisals that cannot be resolved at the District staff level can be addressed by a written protest to the Appraisal Review Board (ARB).

IV. Appraisal Review Board (ARB)

The Appraisal Review Board (ARB) is a group of citizens appointed by the Travis County Administrative Law Judge that serve as the adjudicative or judicial part of the property tax protest system. The ARB is a separate body from the District and serves a different function. The ARB hears and resolves disputes over appraisal matters based on evidence provided by both the property owner and the District. The ARB's duties and a property owner's right to protest are more thoroughly explained in the pamphlet entitled, "Property Taxpayer Remedies" which is available on the District's website at www.wcad.org. A copy is also mailed with each owner's Notice of Appraised Value.

V. Taxpayer Liaison Officer

The Taxpayer Liaison Officer handles public access, informational matters and provides clerical assistance to the Travis County Administrative Law Judge. The Taxpayer Liaison Officer also resolves complaints that fall outside the jurisdiction of the ARB. At each regular meeting of the Board, the Taxpayer Liaison Officer reports on the number, nature and status of resolution on any

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complaints.

The Taxpayer Liaison Officer also:

- administers the appraisal District's public access functions;
- provides information and materials to the public to assist property owners in understanding the appraisal process, procedures for filing comments, suggestions or complaints, and related matters;
- resolves disputes that do not involve matters that may be protested under Tax Code 41.41 and provides reports to the Board on the status of all complaints;
- receives, compiles and forwards complaints, comments and suggestions concerning ARB matters to the Texas Comptroller's Office; and
- delivers ARB applications received and provides clerical assistance to the Travis County Administrative Law Judge as part of the ARB selection process.
- Performs similar duties and responsibilities as assigned.

VI. Who May Address the Board

It is the policy of the Board to provide the public with a reasonable opportunity to address the Board at any open meeting of the Board on any issue or matter within its jurisdiction in accordance with the Texas Open Meetings Act. The Board allows each member of the public who desires to address the Board regarding an item on an agenda for an open meeting of the Board to address the Board regarding the item at the meeting before or during the Board's consideration of the item. Generally, the Board's statutory duties and jurisdiction involve:

- Adopting general policies regarding the operation of the District;
- Adopting the District's annual budget;
- Contracting for necessary services and facilities;
- Selecting the chief appraiser, Taxpayer Liaison Officer, and Board General Counsel and assigning responsibilities to the positions.

VII. Procedures for Speaking at a Board Meeting

The procedures for addressing the Board are outlined below:

Speaking on an Item Not Listed on the Agenda:
The "Citizen Communication" agenda item is an opportunity for the public to address the Board on a subject within the Board's jurisdiction that is not listed as a separate item on the Board's meeting agenda. To be eligible to speak during "Citizen Communication," persons must complete a Speaker Registration Form and submit it to the Board's presiding officer before the meeting begins. At the beginning of each regular meeting, the presiding officer will use the Speaker Registration Forms to invite those who wish to speak during "Citizen Communication" to come forward to the podium, state their name and address for the record, and make their remarks within the prescribed time limits. State law does not allow the Board to deliberate on any item that is not listed on its agenda; and limits any Board action to making a statement of fact or policy about the topic; or direct that the topic be placed on a future agenda.

Commented [TEC4]: When this language is finalized, it can be added to the agenda template.

Speaking on an Item Listed on the Agenda:
This is an opportunity for the public to address the Board concerning on a subject that is listed as a separate agenda item. To be eligible to speak on an item listed on the Board agenda, before the

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meeting begins, persons must complete a Speaker Registration Form, including the letter or number of the agenda item that they wish to speak to the Board about. At the beginning of the discussion on the item, the presiding officer will use the Speaker Registration Forms to invite those who wish to speak on that item to come forward to the podium, state their name and address for the record, and make their remarks within the prescribed time limits. The presiding officer may, but is not required to, invite anyone who did not fill out and submit a Speaker Registration Form before the meeting began, to come forward and address the Board before calling for a vote on the item.

Commented [TEC5]: Same comment as above about putting this information in the agenda template.

Speaker Time Limits:

General Rule – Each person will have three (3) minutes to address the Board, unless one of the following exceptions applies.

Exception for Speakers Needing Translators – Speakers who will be addressing the Board through a translator, in which case they will have six (6) minutes to address the Board. Citizens may be accompanied by their own translator or request that a translator be provided by the District. Please note, however, that requests for a translator to be provided by the District must be made at least seven (7) days in advance of the Board meeting. The Board's presiding officer may limit the time for each speaker if comments are repetitive.

Exception for Donating Time – Persons may also donate their time to another speaker if (a) they are present when the speaker begins to address the Board, and (b) they specify the name of the speaker to whom they are donating their time.

Exception for Consent Agenda Items – Items on the "Consent Agenda" can be acted upon by the Board in one vote rather than by separate votes for each item listed. Persons may register to speak on the Consent Agenda as a whole for a total of three (3) minutes, regardless of the number of Consent Agenda items for which the person has signed up to speak. Only a Board member can make a motion to remove items from the Consent Agenda and be voted upon separately, in which case the procedures for speaking on regular agenda items apply.

Exception for Executive Session – Citizen participation is not permitted during Executive Session.

Prohibited Speech – The presiding officer may limit or terminate the speaking time of speakers who use obscene, vulgar or profane language, or whose speech is prohibited by law. However, the Board will not prohibit criticism of the Board, or any act, omission, policy, procedure, program, or service of the District, unless the criticism is otherwise prohibited by law.

Reasonable time shall be provided during each Board meeting for public comment on District and ARB policies and procedures, and a report from the Taxpayer Liaison Officer. [Tax Code § 6.04(d)]

VIII. Policies for Reviewing and Responding to Complaints

The Board will consider written complaints about the policies and procedures of the District, the ARB, the Board, any specific member thereof, or any other matter within the Board's lawful jurisdiction. Complaints should specify the name of the individual(s), Board or department

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involved, dates, nature of the complaint and the complainant's contact information. *Please note, however, that the Board is prohibited by law from addressing any matter that might involve a challenge, protest, or correction before the ARB. Additionally, the Board has no authority to overrule the chief appraiser or an ARB decision on a value, correction, or a protest.*

Please mail or deliver written complaints and correspondence to:

Taxpayer Liaison Officer
Travis Central Appraisal District
P.O. Box 149012
Austin, TX 78714-9012
taxliaison@tcadcentral.org

At each regularly scheduled meeting, the Taxpayer Liaison Officer shall report to the Board on the nature of complaints and the status of resolution, if there are any.

Board deliberations concerning complaints will comply with provisions of the Texas Open Meetings Act, Chapter 551, Government Code.

Until final disposition of a complaint, the Taxpayer Liaison Officer will notify the complainant at least quarterly on the status of a complaint, unless such a notice would jeopardize an investigation.

IX. Interpreters/Translators

The Board will provide an interpreter or translator at a Board meeting upon the request of a person who does not speak English or who must communicate by sign language. The request must be in writing, received by the Taxpayer Liaison Officer at least seven (7) days before the meeting at which the interpreter is needed, state the language required to be interpreted or translated, and state that the requestor is unable to provide his or her own interpreter or translator. If the written request is not received by the Taxpayer Liaison Officer at least seven (7) days prior to the meeting, the District will not be able to make the appropriate accommodations.

X. Access by Disabled Persons

The District's offices are wheelchair accessible. Disabled persons who wish to address the Board and need special assistance for entry, or access, should notify the Taxpayer Liaison Officer in writing at least seven (7) days before the meeting. The District office has van accessible parking spaces available to handicapped persons in its parking lot in front of the building. The main entrance doors have wheelchair assist buttons.

The Board meeting room is also wheelchair accessible. A person who needs additional assistance for entry or access should notify the Taxpayer Liaison Officer in writing at least seven (7) days before the meeting. If notice is not given within seven (7) days the District will attempt to make the appropriate accommodations.

XI. Community Outreach

District personnel are available to speak to your organization and address issues on taxpayer rights, exemption issues, recent changes to property tax laws and other appraisal related issues of interest.

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A minimum of two (2) weeks advance notice is required. For more information on our community outreach program, please contact the Taxpayer Liaison Officer at (512) 834-9317 or via email at taxliaison@tcadcentral.org .

XII. Tax Calendar

January 1:	Statutory date for appraisal of all taxable property at 100% of market value.
	Statutory date of determining status for approval of regular residential homestead exemption (Property owner must own and occupy as primary residence on this date.)
April 15:	Last day for property owners to file renditions.
May 31:	Protest deadline for filing a written protest to the Appraisal Review Board is before June 1, or not later than the 30th day after a notice of appraisal has been properly mailed to the property owner at the address of record, whichever is later.
July 25:	Generally, the date by which the chief appraiser must certify taxable values to the taxing units.
October/ November	Tax bills are mailed to property owners by the appropriate tax assessor/collector office.
January 31:	Last day to pay previous tax year property taxes at the tax assessor/collectors office without penalty and interest added.

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TRAVIS CENTRAL APPRAISAL DISTRICT
CONTACT INFORMATION:

Address:
8314 Cross Park Drive, Austin, Texas 78754

Business Hours:
Monday – Friday, 7:45 am - 4:45 pm

Administration
Phone: (512) 834-9317
TDD: (512) 836-3328
Fax: (512) 835-5371

Appraisal Support
(512) 834-2582

ARB
(512) 692-0157

Taxpayer Liaison Officer
(512) 834-9317
taxliaison@tcadcentral.org

Business Personal Property
(512)834-1565

Commercial Property
(512) 873-1575

Customer Service
(512) 834-8651

GIS/ IT
(512) 834-8732

Residential Property / Land
(512) 873-1529

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APPENDIX B

TRAVIS CENTRAL APPRAISAL DISTRICT
HUMAN RESOURCES DIVISION
PO BOX 149012 AUSTIN TX 78714-9012
OFFICE AT: 8314 CROSS PARK DR, AUSTIN TX 78754 (512) 834-9317 TDD (512) 836-3328
WWW.TRAVISCAD.ORG

Department: **Administration** **Job Title:** Chief Appraiser **Salary:**

ESSENTIAL JOB FUNCTIONS:

The chief appraiser coordinates and implements the goals and objectives established by Board policy, provisions of the Property Tax Code, and other applicable laws and rules. The chief appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and for the administration of the appraisal office, such as:

- appraising all taxable property at market value, except as otherwise provided by law;
- determining eligibility for exemptions;
- determining eligibility for special appraisal and establishing both a market and special value on qualified property;
- studying property values and sales to determine prevailing market prices;
- creating appraisal records – appraisal cards, tax maps, property identification system, lists, forms applications and other items;
- creating procedures for equitable and uniform taxation of inventory;
- sending notices of appraised value;
- determining whether property qualified for agricultural or timber appraisal has undergone a change of use and sending a notice of change of use to the owner;
- submitting complete appraisal records of all property to the Appraisal Review Board;
- testifying before the Appraisal Review Board on proposed values or exemptions and other actions taken by the chief appraiser or designating a staff member to do so;
- contracting, with the approval of the Board of Directors, with private appraisal firms, if appropriate;
- presenting supplemental records and other items for Appraisal Review Board consideration;
- correcting records as ordered by the Appraisal Review Board;
- certifying an appraisal roll and other listings to each taxing unit participating in the appraisal District;
- issuing permits for "going out of business sales" and sending such sale to other entities;
- appointing an agricultural advisory Board, with the advice and consent of the Board of Directors;
- perform other legal responsibilities or duties assigned by the Board of Directors.

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Additionally, the chief appraiser is assigned duties by the Board of Directors necessary for conduct of Board duties and implementation of Board policy. The chief appraiser shall:

- Establish a comprehensive program for conduct of all appraisal activities and keep the Board informed on the progress of appraisal activities.
- Develop and implement sound administrative procedures for conduct of all District functions.
- Develop and implement an effective financial management system and provide reports to the Board to allow evaluation of the District's fiscal affairs.
- Develop and implement an effective internal budget development system and prepare a proposed budget by June 15 of each year.
- Serve as the District's spokesperson in providing information to news media, taxing units, and the general public on the operations of the appraisal District and provisions of the property tax laws.
- Prepare the agenda for each Board meeting, attend all meetings, and provide staff recommendations for all appropriate Board actions.
- In consultation with the appraisal District legal counsel, provide recommendations on litigation matters for Board action.
- Develop and implement a personnel management system for job assignments, personnel evaluations, staff hiring, and other personnel related matters.
- Employ and compensate professional, clerical and other personnel as provided by the budget.

QUALIFICATION REQUIREMENTS:

- College degree or equivalent experience plus ten years management experience. Must hold Registered Professional Appraiser (RPA) designation with the Texas Department of Licensing and Regulation. Ability to complete chief appraisers School within one year of assuming position.

ESSENTIAL PHYSICAL DEMANDS:

- Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs in the office.

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APPENDIX C

MEETING DATE: _____ **AGENDA ITEM:_____**

AFFIDAVIT ON ABSTENTION FROM VOTING

STATE OF TEXAS §

COUNTY OF TRAVIS §

I, _____, a member of the [choose one]
_____ Board of Directors of the Travis Central Appraisal District
file this affidavit in accordance with the provisions of Chapter 171 of the Texas Local Government Code, and hereby on oath state the following:

A. Business Entity **Name of Entity:_____**
I and/or person(s) related to me* have a substantial interest in a business entity that would be specially affected economically by the matter presently pending before the Board. The nature and extent of the interest is:
_____ Ownership of ten percent (10%) or more of the voting stock or shares of the business entity or ownership of $15,000 or more of the fair market value of the business entity.

_____Funds received from the business entity exceed 10 percent of gross income for the previous twelve months.

B. Real Property
_____I and/or person(s) related to me*, have an interest in real property that has a fair market value of $2,500 or more, and it is reasonably foreseeable that the action presently pending before the Board will have a special economic effect on the value of the property, distinguishable from the effect on the public.
**For purposes of this affidavit, "person(s)" refers to first degree by consanguinity (parents or child, natural or adoptive), or first degree by affinity (spouse, step child, mother-in-law, father-in-law, daughter-in-law, son-in-law). (In cases of divorce or death, if a child is living, the marriage is considered as continuing, even after divorce or death.)*

As a result of this interest, I will refrain from participating in discussion and voting on the item(s); and, I will leave the meeting room immediately before the discussion and vote on the item(s).

_____ _____
Signature of Board Member Date

BEFORE ME, the undersigned authority, on this day personally appeared _____, who on oath stated that the above facts are within _____ personal knowledge and are true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day of _____.

[seal]

_____
NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

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APPENDIX D

BOARD OFFICERS
RICHARD LAVINE
CHAIRPERSON
KRISTOFFER LANDS VICE
CHAIRPERSON
ED KELLER
SECRETARY/TREASURER

BOARD MEMBERS
TOM BUCKLE
BRUCE ELFANT
SHELLDA GRANT
BRUCE GRUBE
ELEANOR POWELL
RICO REYES
BLANCA ZAMORA-GARCIA

MARYA CRIGLER
CHIEF APPRAISER

TAXPAYER LIAISON

Date: Closing Date:

Department: Board of Directors Contract – up to $18,000 per year (*as of 2016*)

To be considered, submit letter of interest with resume to:

TCAD Board of Directors
PO Box 149012,
Austin, TX 78714
Fax: 512-835-5371
Email: CBOD@tcadcentral.org

CONTRACT DUTIES:

- Administers the public access functions required by Tax Code Sections 6.04(d), (e), and (f), and is responsible for resolving disputes not involving matters that may be protested under Tax Code Section 41.41
- Required to compile a list of comments and suggestions filed by the chief appraiser, property owner, or owner's agent regarding the ARB
- Required to forward the list of comments and suggestions to the Comptroller in a prescribed form and manner
- Required to report to the CAD board of directors at each meeting on the status of all filed comments, suggestions, and complaints
- Required to provide the public with certain information and materials, including how to file complaints about the ARB
- Provides clerical assistance to the local administrative district judge in the selection of ARB members, including delivering ARB member applications and other assistance needed
- Prohibited from influencing the ARB selection process
- Must complete the Texas Comptroller of Public Accounts training video, "Taxpayer Liaison Officer Duties and Responsibilities"

REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate or Appraisal. Acceptable work experience may be substituted for a college degree
- Working knowledge of the Texas Property Tax Code, the policies and procedures of Travis Central Appraisal District and the Travis Appraisal Review Board
- Must demonstrate strong verbal and written communication skills
- Ability to work effectively with others and to work independently

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APPENDIX D

- Must be proficient in using Outlook and Microsoft Word
- Must be able to learn and become proficient in the use of PACS
- Authorization to work in the US
- Spanish Bilingual a plus

- Essential Physical Demands: Requires sitting, walking, standing, bending, reaching and twisting upper body. Must use hands for data entry. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print. Lift up to 20 pounds. The position requires considerable concentration, ability to manage time effectively.
- Environment Factors: Indoor activity with frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work extended hours and weekends as needed.

The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

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AGENDA ITEM #5C

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
TOM BUCKLE
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
JAMES VALADEZ
SECRETARY/TREASURER

MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
THERESA BASTIAN
BRUCE ELFANT
BLAMCA ZAMORA-GARCIA
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA

TO: Travis Central Appraisal District
Board of Directors

FROM: Leana H. Mann
Director of Operations

DATE: November 15, 2019

RE: FY 2019 Budget Amendment

The District requests that the Board of Directors approve a budget amendment to the fiscal year 2019 budget in which all surplus budget funds are transferred to the District's reserve for building repair or replacement. These funds will be allocated during 2020 to the renovations of the District's new office located at 850 E. Anderson Lane.

The District mailed a request to all taxing entities on November 15, 2019. I have not received any feedback from the taxing entities. Enclosed is a copy of the letter that was mailed.

Respectfully submitted,

Leana H. Mann

Leana H. Mann, CGFO
Director of Operations

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TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
TOM BUCKLE
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
JAMES VALADEZ
SECRETARY/TREASURER

MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
THERESA BASTIAN
BRUCE ELFANT
BLAMCA ZAMORA-GARCIA
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA

November 15, 2019

AUSTIN ISD
ATTN: GERONIMO RODRIGUEZ, PRESIDENT
1111 W 6TH STREET A380
AUSTIN, TX 78703

RE: Fiscal Year 2019 Budget Amendment

The Travis Central Appraisal District will end the 2019 fiscal year with a budget surplus of approximately $500,000. The District is requesting that any unused budget funds be transferred to the District's reserve for building repair or replacement. The District is currently renovating the property located at 850 E. Anderson Lane and anticipates relocating to the new building prior to the 2020 protest season.

The Board of Directors will discuss and take action on this budget amendment on Wednesday, December 18, 2019 at 11:30 a.m. at the offices of the Travis Central Appraisal District, located at 8314 Cross Park Drive, Austin, Texas 78754. Any taxing entity with questions or concerns about this budget amendment is encouraged to attend this meeting. The above amendment **does <u>not</u> require any additional funds** from the taxing entities; however, the action will impact the amount of unspent funds at the end of the year. Should you have any questions, I can be reached by phone at (512) 834-9317 Ext. 405 or by e-mail at Lmann@tcadcentral.org.

Respectfully,

Leana H. Mann

Leana H. Mann, CGFO
Director of Operations
Travis Central Appraisal District

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AGENDA ITEM #5D

AGREEMENT FOR APPRAISAL SERVICES

THE STATE OF TEXAS §
§
COUNTY OF TRAVIS §

This agreement (the "Agreement") is made this ____ day of _____, 2019, between **TRAVIS CENTRAL APPRAISAL DISTRICT, hereinafter** referred to as the "District", and **CAPITOL APPRAISAL GROUP, LLC,** of Austin, Travis County, Texas, hereinafter referred to as the "Company" (collectively referred to as the "Parties" or singularly a "Party"), acting by and through their respective representatives.

General Recitals

1. Pursuant to Section 25.01, Texas Property Tax Code, it has been represented by Company and determined by District that Company is skilled in the matter of appraisals and valuations of oil and gas leases, communication properties, public utilities, and industrial properties for tax purposes. Therefore, the Chief Appraiser, with approval of the Board of Directors of the District, desires to employ Company to perform appraisal services with respect to such properties. Company hereby agrees to appraise for District-designated utility properties and designated industrial properties listed on Exhibit A and located in District's jurisdiction. Company also agrees to appraise for District all producing oil and gas leases located in District's jurisdiction.

2. Such appraisals are to be prepared by Company for the convenience and information of the Chief Appraiser, the Board of Directors, and the Appraisal Review Board of the District, and shall be utilized for all purposes provided by law, specifically including the Texas Property Tax Code. Such appraisals shall conform to the applicable provisions of the Code, Standard 6 of the Uniform Standards of Professional Appraisal Practice, and the Texas Administrative Code, and other applicable laws.

Term

3. The term of this Agreement shall be for a period of three (3) years for the 2020, 2021 and 2022 tax years, with the option to renew for an additional three (3) year period. Thereafter this Agreement shall annually renew for successive terms of one year to include the respective tax year, unless sooner terminated as provided herein. Either Party may, terminate this Agreement by providing sixty (60) days written notice to the other Party. The fees for the services provided herein for tax years subsequent to tax year 2020 shall be the amount budgeted by the District for the respective tax year and agreed to by the Company in writing, unless the District or the Company notifies the other Party in writing, before October 1 of the year preceding the contract year, of the intent by that Party to terminate this Agreement.

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4. The parties agree to conduct non-binding mediation in the county in which the District is located to resolve any disputes under the Agreement. Mediation shall not be required prior to sending notice of a breach or default under the Agreement as a condition precedent to pursing legal action.

Services

5. Company agrees to list and determine appraised values for all industrial plants, producing oil and gas wells, communication, telephone companies, gas and electric utility systems, cable television systems, pipeline systems, railroad companies, telecommunications companies and systems, and designated industrial properties listed on Exhibit A and located within the District on January 1 of each year. Company also agrees to compile, list and determine appraised values for all producing oil and gas leases located within the District on January 1 of each year. Said compilation will show the particular interest(s) of owners, including working interest(s) and royalty interest(s) and the values. If District needs additional services, Company shall attempt to accommodate such additional services at an agreed to fee, without decreasing the effectiveness or timeliness of performance of services specified herein.

6. Company agrees to secure for the Chief Appraiser of District, all information possible and available for use by the Chief Appraiser and the Appraisal Review Board in determining the proper valuations to be fixed upon such properties for taxation purposes, and generally to compile such information as shall be of aid and benefit to the Chief Appraiser and the Appraisal Review Board for the purpose of equalizing and supporting the values of such properties for taxation purposes.

7. Company agrees to represent its evaluations for the District in any appeals of its appraisals, including hearings before the Appraisal Review Board, any arbitration proceedings, and any proceedings before the Comptroller of Public Accounts *viz.* the Texas Comptroller's Property Value Study, during the term of this Agreement. Company shall not charge any additional fee for its personnel to represent District at appraisal review board hearings or other administrative proceedings in support of its appraisals.

8. Company shall provide appraised values to District no later than May 15th of each year, or as soon thereafter as practicable, in order to allow District to comply with relevant notice requirements set forth in the Texas Property Tax Code (T.P.T.C), specifically including but not limited to Section 25.19. Company shall in good faith devote such time and resources to the performance of its duties under this Agreement throughout the tax year as reasonably necessary to ensure timely and accurate appraisals in compliance with the T.P.T.C. Company shall provide, on request, a written report to District summarizing its progress in completing such appraisals, such reports to be made available to District's Chief Appraiser on a date agreed to by the Chief Appraiser and Company each year. A compilation of the "Certified Estimate of Value" shall be provided to District on or before April 30th of each year, in accordance with Section 26.0l(e) T . P . T . C .

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9. (a) Company shall provide to District copies of all appraisals, together with supporting data, in the format in which they are maintained by Company or requested by District, and such records shall be considered to be public information unless otherwise specifically exempt from public disclosure pursuant to law. "Supporting data" shall not be construed to include personal notes, correspondence, working papers, thought processes, or any other matters of a privileged or proprietary nature. Such non-proprietary records shall be provided to District no later than May 30th of each year, or on a date agreed to by the Chief Appraiser and Company. Company shall not charge District for original copies of such records, but may charge for additional copies at a reasonable fee based on actual reproduction cost.

(b) All data or information voluntarily provided by the taxpayer will be held under the statutory confidentiality protection provided by Section 22.27 of the Texas Property Tax Code. The data or information obtained by Company from the taxpayer for the appraisal of property will be held as confidential and will be disclosed only as authorized in §22.27, as required under §25.195, to the appraisal review board in the event of a protest of the appraised market value, and as required to the Chief Appraiser and appraisal district employees or as otherwise required by applicable law.

10. If District determines at any time that Company is not performing services as required under this Agreement in a sufficiently accurate or timely manner, it shall notify Company in writing of such determination. If Company fails to cure such deficiency to District's satisfaction within thirty (30) days after delivery of such notice, District is entitled to withhold fees payable to Company in an amount reasonably related to the portion of Company's total fee under this Agreement that is attributable to such services, or to terminate this Agreement according to the provision of Section 3.

Fee

11. Company shall be entitled to a fee of $121,250 (One Hundred Twenty-One Thousand Two Hundred Fifty Dollars) for the 2020, 2021 and 2022 tax years, to be paid out of lawful funds of the District. The District and Company have the option to renew for an additional three-year period (2023, 2024 and 2025 tax years) at a mutually agreed upon fee. Company will be required to perform most of its services under this Agreement on or before July 15th of each year. However, District shall pay Company the above mentioned fees in four equal quarterly payments each year, beginning on January 1, and continuing on April 1, July 1, and October 1 of each year. District shall be authorized to withhold all or any part of any such fees as it determines in good faith are attributable to services not performed in an accurate or timely manner as described in Section 9. District shall in good faith take all actions necessary to facilitate the payment of all sums due to Company. Such payment shall constitute full payment to the Company for all its services under this Contract, and District shall not be obligated to Company for any salaries or expenses of any kind incurred by the Company.

Governing Law

12. The Agreement shall be governed by the laws of the State of Texas, without giving effect to any conflicts of law rule or principle that might result in the application of the laws of another jurisdiction. Proper venue for any dispute shall be in Travis County, Texas.

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Amendment

13. This Agreement may be amended by the mutual agreement of the Parties hereto in writing to be attached to and incorporated into this Agreement.

Legal Construction

14. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

Entire Agreement

15. This Agreement is the entire Agreement between the Parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written Agreement between the Parties that in any manner relates to the subject matter of this Agreement, except as provided in any Exhibits attached hereto.

Exhibits

16. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Successors and Assigns

17. This Agreement may not be assigned without the prior written consent of the District.

Recitals

18. The recitals to this Agreement are incorporated herein.

Insurance

19. (a) Company shall during the term hereof maintain in full force and effect the following insurance: (I) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Company's performance of services pursuant to this Agreement with a minimum combined single limit of not less than $1,000 ,000.00 per occurrence for injury to persons (including death), and for property damage and $2,000,000.00 aggregate; (ii) policy of automobile liability insurance covering any vehicles owned and/or operated by Company , its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than $1,000,000.00 combined single limit and aggregate for bodily injury and property damage; and (iii) statutory Worker's Compensation Insurance at the statutory limits and Employers Liability

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covering all of Company's employees involved in the provision of services under this Agreement with policy limit of not less than $500,000.00/$500,000.00/$500,000.00, if applicable.

(b) All policies of insurance shall be endorsed to contain the following provisions: (1) name the District, its officers, and employees as additional insured as to all applicable coverage with the exception of Workers Compensation Insurance; and (2) provide for at least thirty (30) days prior written notice to the District for cancellation or non-renewal of the insurance; (3) provide for a waiver of subrogation against the District for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Company Liability Insurance. The Company shall provide written notice to the District of any material change of or to the insurance required herein.

(c) All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

(d) A certificate of insurance and policy endorsements evidencing the required insurance shall be submitted to the District prior to commencement of services and each anniversary date of the term of this Agreement.

(e) Section 19 of this agreement will be limited to the extent of liability attributable to the Company. Claims arising from negligence or fault by third parties or District employees shall be excluded from Company's insurance policy and coverage as additional insured.

Indemnification

20. TO THE FULLEST EXTENT PERMITTED BY LAW COMPANY SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE DISTRICT, ITS OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES (COLLECTIVELY THE "DISTRICT INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO, ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM BODILY INJURY OR DEATH OF A PERSON OR PROPERTY DAMAGE, INCLUDING THE LOSS OF USE OF PROPERTY, ARISING OR ALLEGED TO ARISE OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT OR THE PERFORMANCE OF WORK OR SERVICES OF THE COMPANY, AND IT'S SUB-CONTRACTORS UNDER THIS AGREEMENT, OR THE RESULT OF ANY NEGLIGENT ACT OR OMISSION OR ANY INTENTIONAL ACT OR OMISSION IN VIOLATION OF THE COMPANY'S STANDARD OF CARE BY THE COMPANY, IT'S SUB-CONTRACTOR OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THE COMPANY OR ANYONE FOR WHOSE ACTS THE COMPANY MAY BE LIABLE OR DUE TO THE VIOLATION OF ANY ORDINANCE , REGULATION , STATUTE , OR OTHER LEGAL REQUIREMENT BY THE COMPANY, IT'S SUB-CONTRACTORS, OR ANY OF THEIR AGENTS AND EMPLOYEES, BUT ONLY TO THE EXTENT CAUSED IN WHOLE OR IN PART BY ANY INTENTIONAL OR NEGLIGENT ACT OR OMISSSION OF THE COMPANY, IT'S SUB-CONTRACTORS OR ANYONE DIRECTLY OR INDIRECTLY

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EMPLOYED BY THE COMPANY, IT'S SUB-CONTRACTORS OR ANYONE FOR WHOSE ACTS THE COMPANY OR IT'S SUB-CONTRACTOR MAY BE LIABLE.

Independent Contractor

21. It is understood and agreed by and between the parties that the Company in satisfying the conditions of this Agreement, is acting independently, and that the District assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Company pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the District. Company shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed. subject to the terms of this Agreement.

Israel Compliance

22. The Company ce11ifies it is not engaged in, and agrees for the duration of this contract not to engage in a boycott of Israel. The Company also agrees not to boycott any person or entity doing business in Israel or in an Israeli-controlled territory.

Prohibition of Contracting with Certain Organizations

23. Pursuant to Subchapter F, Chapter 2252, Texas Government Code, Company certifies Company is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Contractor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

(signature page to follow)

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WITNESS our hand in duplication, this _____ day of _____, 2019.

TRAVIS CENTRAL APPRAISAL DISTRICT

_____

Chairman, Board of Directors

_____

Chief Appraiser

ATTEST:

_____

Secretary, Board of Directors

WITNESS our hand in duplication, this _____ day of _____, 2019.

CAPITOL APPRAISAL GROUP, LLC

_____

Gregg A. Davis, President

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TRAVIS CENTRAL APPRAISAL DISTRICT
Exhibit A

3M COMPANY
AAI CORP
AARON CONCRETE CONTRACTORS LP
ABOVENET COMMUNICATIONS INC
ACTIVE POWER INC
ADVANCED MICRO DEVICES INC
ADVANTEST AMERICA INC
AEP SOUTHWESTERN ELEC POWER CO
AEP TEXAS INC
AIR PRODUCTS & CHEMICALS INC
ALAMO CONCRETE PRODUCTS LTD
ALCATEL-LUCENT USA INC
ALK-ABELLO INC
ALPHEUS COMMUNICATIONS LP
ALPHEUS COMMUNICATIONS LP
ALPHEUS COMMUNICATIONS LP
ALPHEUS COMMUNICATIONS LP
ALPHEUS COMMUNICATIONS LP
AMO INTERNATIONAL SALES & SERVICE
AMS ACQUISITION CORP
APAC TEXAS INC
APPLE INC
APPLIED BIOSYSTEMS LLC
APPLIED MATERIALS INC
APPLIED NANOTECH INC
ARISTA NETWORKS, INC.
ARM INC
ARYZTA LLC
AT&T COMMUNICATIONS
ATHENA MANUFACTURING LP
ATMOS ENERGY/MID-TEX DISTRIBUT
ATMOS ENERGY/MID-T EX PIPELINE
AUGMENTIX
AUSTIN FOAM PLASTICS INC
AUSTIN WHITE LIME
AVANTTECHNOLOGY INC
AVIATUS INC
AVOCENT TEXAS LP
BAE SYSTEMS INFORMATION SOLUTI
BARCO LIGHTING SYSTEMS INC
BENCHMARK ELECTRONICS INC
BIOMAT USA INC

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BISON GLOBAL LOGISTICS INC
BLUEBONNET ELECTRIC COOP INC
CANON NANOTECHNOLOGIES
CAPITOL AGGREGATES INC
CARR LANE MFG CO
CENTAUR TECHNOLOGY INC
CENTERPOINT ENERGY ENTEX
CENTERPOINT ENERGY HOUSTON
CENTEX MATERIALS INC CENTURYLINK
COMMUNICATIONS LLC CENTURYTEL
INC
CINCINNATI BELL TECH SOLUTIONS
CIRCUIT OF THE AMERICAS
CIRRUS LOGIC INC
CISCO SYSTEMS
CISCO SYSTEMS
CITGO PRODUCTS PIPELINE CO
COCA COLA REFRESHMENTS USA INC
COLLINGS GUITARS INC
COMCAST IP SERVICES II, LLC
COMMEMORATIVE BRANDS INC
COX ENTERPRISES INC
COX TEXAS NEWSPAPERS LP
CYBERONICS INC
CYPRESS COMMUNICATIONS INC
CYPRESS TECHNOLOGIES CORP
CYRUSONE LLC
DATA DOMAIN LLC
DEi LOGISTICS USA CORP
DELL INC.
DELL INC.
DELL MARKETING USA LP
DELL PRODUCTS LP DELSTAR
TECHNOLOGIES DICK'S
SPORTING GOODS INC
DIRECTV INC
DRESSER, INC.
EV S TEXAS INC
EARTHLINK BUSINESS LLC
EDGERTON MA
EL PASO MERCHANT ENERGY
ENCORE MEDICAL LP ENTERPRISE
TEXAS PIPELINE LLC ERICSSON
INC
EVERI GAMES INC
EXXON MOBIL PIPELINE CO

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FIBERLIGHT LLC
FIFTH GENERATION INC
FLARE INDUSTRIES
FLEXTRONICS AMERICA LLC
FLEXTRONICS AMERICA LLC
FLEXTRONICS AMERICA LLC
FLEXTRONICS AMERICA LLC
FLEXTRONICS HALLMARK
FLEXTRONICS INTERNATIONAL EURO
FLEXTRONICS INTL USA FLEXTRONICS
LOGISTICS USA INC FLEXTRONICS
TECHNOLOGY PENANG FLEXTRONICS
TELECOM SYSTEM FLINT HILLS
RESOURCES LP FORTERRA PIPE AND
PRECAST FRONTIER
COMMUNICATIONS
FRV AE SOLAR LLC
GAME FLY INC
GOLFSMITH INTERNATIONAL LP
GOOGLE FIBER NORTH AMERICA INC
GOOGLE FIBER TEXAS LLC
GRANDE COMMUNICATIONS
GRANDE COMMUNICATIONS
HANSON PIPE & PRODUCTS INC
HELIOVOLT CORPORATION
HERAEUS QUARTZ TECH INC
HEWLETT PACKARD ENTERPRISE COMPANY
HEWLETT-PACKARD COMPANY
HID GLOBAL CORPORATION
HON HAI PRECISION INDUSTRY CO
HON HAI PRECISION INDUSTRY CO
HON HAI PRECISION INDUST CO LT
HORIBA INSTRUMENTS INC
HOUSTON PIPELINE CO LP
HP ENTERPRISE SERVICES LLC
HUBBELL BUILDING AUTOMATION IN
HUMANETICS II LTD
IBM CORPORATION
ICHOR SYSTEMS INC
INOVA LABS INC
INTEGRA LIFESCIENCES CORP
INTEGRATED FLOW SYSTEMS LLC
INTEGRATED MAGNETICS INC
INTELLIFIBER NETWORKS INC
INTERNATIONAL BIOMEDICAL
INVENTEC CORP

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ISILON SYSTEMS
IXPALIA INC
KINDER MORGAN TEJAS PIPELINE
KINDER MORGAN TEXAS PIPELINE
KOCH PIPELINE CO
KODIAK ASSEMBLY SOLUTIONS LLC
KOMICO TECHNOLOGY INC
KYOCERA INDUSTRIAL CERAMICS CO
LANDFILL GAS TO ENERGY LLC
LAUREN CONCRETE LP
LCRA TRANSMISSION SRVCS CORP
LEVEL 3 COMMUNICATIONS LLC
LEVEL 3 COMMUNICATIONS LLC
LEVEL 3 COMMUNICATIONS LLC
LEVEL 3 COMMUNICATIONS LLC
LEVEL 3 COMMUNICATIONS LLC
LEVEL 3 COMMUNICATIONS LLC
LOGITECH INC
LONE STAR MEATS LTD
LONE STAR MEATS LTD
LSI CORPORATION
LULING EZ PIPELINE
LUMINEXCOR
MAGELLAN PIPELINE CO LP
MAGNUM CUSTOM TRAILERS MFG CO
MARTIN MARIETTA FLEET MANAGEMENT
MCI COMMUNICATIONS SERVICES
MCI COMMUNICATIONS SERVICES
MCI METRO ACCESS TRANS SVCS
MCLEODUSA TELECOM SERVICES INC
MCLEODUSA TELECOM SERVICES INC
MICHAEL ANGELO'S GOURMET FOODS
MICROCHIP TECHNOLOGY INC
MICROSEMI COMMUNICATIONS INC
MILK PRODUCTS LLC
MOBOTREX
MOLECULAR IMPRINTS INC
MOLEX INC
MOTION COMPUTING INC
MUTO MANUFACTURING INC
MYRIAD RBM INC
NGK ELECTRONICS
NATIONAL INSTRUMENTS
NETFLIX INC
NEXTERA FIBERNET
NORTHPOINT COMMUNICATIONS INC

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NOVATI TECHNOLOGIES INC
NXP SEMICONDUCTOR USA INC
NXP SEMICONDUCTOR USA INC
OMEGA BROADCAST GROUP LP
OMNI WATER SOLUTIONS INC
ONCOR ELECTRIC DELIVERY CO LLC
ON-X LIFE TECHNOLOGIES INC
PALM HARBOR HOMES INC
PARADIGM METALS INC
PC ONE
PEDERNALES ELECTRIC COOP INC
PFIZER INC AND SUBSIDIARIES
PFIZER INC AND SUBSIDIARIES
PLATRON MANUFACTURING
PRECOURT SPORTS VENTURES LLC
PROTOTYPE MACHINE CO
QWEST COMMUNICATIONS CORP
QWEST COMMUNICATIONS CORP
REDBIRD FLIGHT SIMULATIONS INC
REINFORCING STEEL SUPPLY INC
RF CODE INC
ROCKWOOD EQUITY PARTNERS LLC
SACHEM INC
SAMSUNG AUSTIN SEMICONDUCTOR
SAMSUNG AUSTIN SEMICONDUCTOR
SAMSUNG C&T AMERICA INC
SAMSUNG RESEARCH AMERICA, INC
SAMSUNG SOS AMERICA INC
SAMSUNG SEMICONDUCTOR INC
SANMINA CORPORATION
SAVVIS COMMUNICATIONS CORP
SCHNEIDER ELECTRIC IT USA INC
SEMICONDUCTOR SUPPORT SVCS CO
SENTINEL OWNER
SENTINEL OWNER
SIEMENS ENERGY & AUTOMATIO N
SILICON LABORATORIES INC
SKAGGS JAMES CEO
SMITH & NEPHEW INC
SMITH & NEPHEW INC
SONUS NETWORKS INC
SOUTHTEX 66 PIPELINE CO LTD
SOUTHWESTERN BELL TELEPHON E
SPANSION LLC
SPANSION LLC
SPRINT COMMUNICATIONS CO LP
SUDDENLINK COMMUNICATIONS

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TEXAS GAS SERVICE CO
TEXAS LONE STAR NETWORK LLC
TEXAS-NEW MEXICO POWER CO
THERMO FINNIGAN LLC
THERMO FISHER SCIENTIFIC INC
TIGERSPORTS AMERICAS INC
TIME WARNER CABLE BUSINESS LLC
TIME WARNER CABLE INFO SERVICE
TIME WARNER CABLE INTERNET LLC
TIME WARNER CABLE INTERNET LLC
TIME WARNER CABLE MEDIA INC
TIME WARNER CABLE TEXAS LLC
TOKYO ELECTRON
TOKYO ELECTRON AMERICA INC
TW TELECOM OF TEXAS LLC
TWTELECOM OF TEXAS LLC
TWC ADMINISTRATIONLLC
TWC COMMUNICATIONS LLC
TWC DIGITAL PHONE LLC
TWC NEWS AND LOCAL PROGRAMMING
TWC SECURITY INC
TXI OPERATIONS LP
TYCO PRINTED CIRCUIT GROUP
U.S. TELEPACIFIC CORP
ULTRA CLEANING TECHNOLOGY
UMS SEMICONDUCTOR
UNION PACIFIC RAILROAD CO
UNION PACIFIC RAILROAD CO
UNITED TELEPHONE CO OF TEXAS
US FARATHANE LLC
VERSUM MATERIALS US LLC
VIRTEX ASSEMBLY SERVICES INC
VISTRA CORPORATE SERVICES
VTX COMMUNICATIONS LP
WAYNE FUELING SYSTEMS
WAYPORTINC
WENZEL ASSOCIATES INC
WISTRON INFOCOMM TECHNOLOGY
WORLDWIDE TECHNOLOGY INC
XO COMMUNICATIONS INC
XO ONE INC
ZAYO GROUP LLC
ZEBRA IMAGING INC
ZNET OF TEXAS LP

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AGENDA ITEM #5E

850 E. Anderson Lane Renovation Status

December 17, 2019

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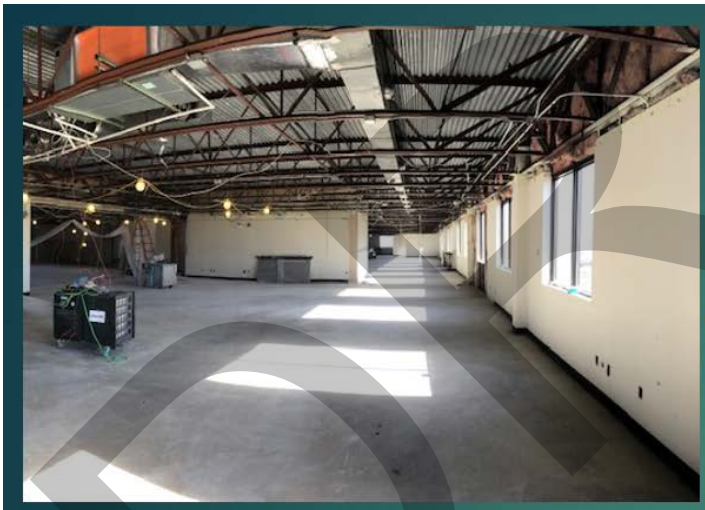
1st Floor
(Lobby & Customer Service)



2nd Floor

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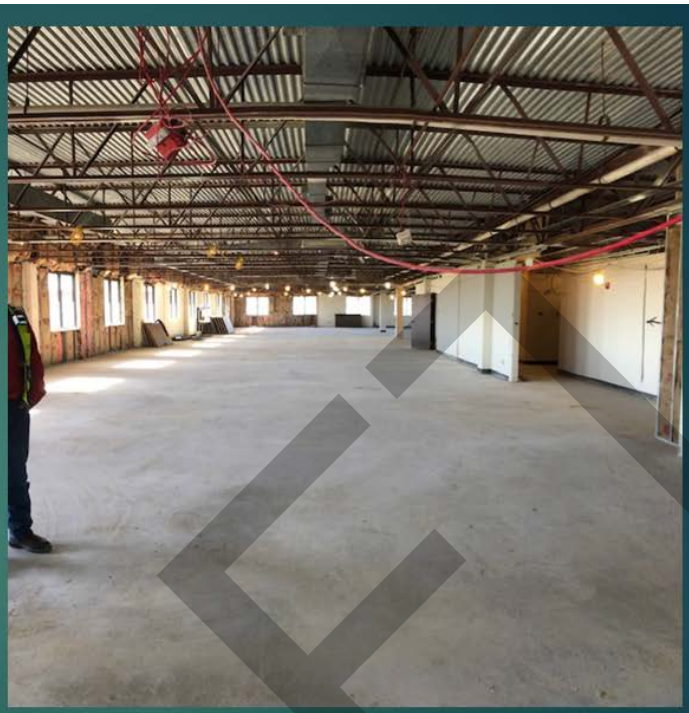

3rd Floor

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