

Travis Central Appraisal District



Board of Director's Meeting
May 29, 2020
2:30 p.m.

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

JAMES VALADEZ
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
THERESA BASTIAN
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS

TOM BUCKLE
BRUCE ELFANT
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA
BLANCA ZAMORA-GARCIA

ORIGINAL
FILED FOR RECORD

VIA VIDEOCONFERENCE - The public may hear and view this meeting while in progress online at
<https://zoom.us/j/362812703>

AGENDA

REGULAR MEETING - FRIDAY, MAY 29, 2020 – 2:30PM

1. CALL TO ORDER
2. ESTABLISHMENT OF QUORUM
3. CITIZENS COMMUNICATION -- **Public comment will be allowed via teleconference link provided above; no in-person input will be allowed. All public comment will occur at the beginning of the meeting starting at 2:30 PM. To speak remotely, at this meeting, persons must register online at <https://www.traviscad.org/speaker-registration>**
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 MAY 11, 2020 MEETINGS
 - b. TAXPAYER LIAISON REPORT
5. REGULAR AGENDA
 - a. DISCUSSION AND POSSIBLE ACTION ON CHIEF APPRAISER REPORT TO INCLUDE: COVID-19 APPRAISAL DISTRICT OPERATIONS UPDATE, 2020 PROTEST STATUS REPORT, FORMAL HEARING PREPARATION, 850 EAL RENOVATION STATUS
 - b. DISCUSSION AND POSSIBLE ACTION ON ARB REIMBURSEMENT REQUESTS
 - c. DISCUSSION AND POSSIBLE ACTION ON ARB PAY POLICIES AND PROCEDURES
 - d. DISCUSSION AND POSSIBLE ACTION TO ADD ITEMS TO FUTURE AGENDAS
 - e. 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 26th day of May 2020, by 1 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.

Leana H. Mann

By:

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 26th day of
MAY 2020.

Dana DeBeauvoir
County Clerk, Travis County, Texas

By

[Signature]

Deputy

RICK TOMS



MAY 26 2020



202080703

COPY

OFFICIAL PUBLIC RECORDS

Dana DeBeauvoir

Dana DeBeauvoir, County Clerk
Travis County, Texas

May 26, 2020 01:18 PM

Fee: \$3.00 TOMSR

AGENDA ITEM

#4A

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
JAMES VALADEZ
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
THERESA BASTIAN
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

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

TCAD - BOARD OF DIRECTORS MINUTES OF THE MAY 11, 2020 TELECONFERENCE MEETING

1. Call to order

Meeting called to order by James Valadez at 11:30 a.m. on May 11, 2020.

Due to COVID-19, in accordance with Texas Government Code 418.016, Governor Abbott announced the suspension of various provisions of the Open Meetings Act that require government officials and members of the public to be physically present at a specified meeting location. Pursuant to that suspension, this meeting was held utilizing the Zoom meeting service. Members of the public were not allowed to attend this meeting in person. The public was able hear, view and participate in this meeting while in progress online.

2. Establishment of Quorum

James Valadez, Chairperson	Travis County	Present
Bruce Grube, Vice Chairperson	Travis County	Present
Theresa Bastian, Secretary	Austin ISD	Present
Felipe Ulloa	Austin ISD/City of Austin	Present
Blanca Zamora-Garcia	City of Austin	Present
Eleanor Powell	City of Austin	Absent
Ryan Steglich	Austin ISD	Present
Tom Buckle	West Travis County	Present
Anthony Nguyen	East Travis County	Present
Bruce Elfant	Travis Co. Tax Assessor-Collector	Present

Also present were Marya Crigler, Chief Appraiser, Leana Mann, Director of Operations, and Dustin Banks, In-house Counsel.

3. Citizens Communication

None

4. Consent Items

- a. Approval of the minutes of the March 5, 2020 and March 25, 2020 meetings
- b. Taxpayer liaison report
- c. Section 25.25b report
- d. Accounting statements **[PULLED FROM CONSENT]**
- e. Line item transfers **[PULLED FROM CONSENT]**
- f. Personnel report

MOTION: Approve consent agenda items A, B, C and F

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Blanca Zamora-Garcia **SECONDER:** Tom Buckle

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

ABSENT: Eleanor Powell

4D and 4E. Accounting Statements and Line Item Transfers

Members of the board heard from:
Leana Mann, Director of Operations

MOTION: Approve the accounting statements and line item transfers

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Bruce Grube **SECONDER:** Blanca Zamora-Garcia

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

ABSENT: Eleanor Powell

5A. Discussion and possible action on Chief Appraiser report to include: COVID-19 appraisal district operations update, 2020 mass appraisal report, 2020 protest status report, Attorney General opinion and requests of interest to appraisal districts, informal meeting update, formal hearing preparation, taxpayer outreach programs, and 850 EAL renovation status.

Members of the board heard from:
Marya Crigler, Chief Appraiser

RESULT: **DISCUSSED**

5B. Discussion and possible action on ARB reimbursement requests

Members of the board heard from:
Marya Crigler, Chief Appraiser
Leana Mann, Director of Operations
William Fields, Appraisal Review Board Chairman

MOTION: Table ARB reimbursement requests until next meeting
RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Tom Buckle **SECONDER:** Bruce Grube

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

ABSENT: Eleanor Powell

5C. Discussion and possible action on purchase from Converge One through cooperative purchasing contract of solution to expand capacity for formal telephone hearings.

MOTION: Approve request for purchase
RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Tom Buckle **SECONDER:** Blanca Zamora-Garcia

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

ABSENT: Eleanor Powell

5D. Discussion and possible action on litigation report related to Texas Property Tax Code chapter 42 appeals.

Members of the board heard from:
Marya Crigler, Chief Appraiser
Dustin Banks, In-house Council

RESULT: DISCUSSED

5E. Discussion and possible action Travis County Court's first amended emergency order regarding COVID-19 and the effect on pending district cases.

Members of the board heard from:
Marya Crigler, Chief Appraiser
Dustin Banks, In-house Council

RESULT: DISCUSSED

5F. Discussion and possible action to add items to future agendas

RESULT: DISCUSSED

Note: Board Members requested the following items be added to the next agenda:

- *Appraisal Review Board reimbursement requests*
- *2021 proposed budget*
- *2019 audit results*

5G. Adjournment

MOTION: Adjourn meeting at 12:35 PM

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Bruce Grube

SECONDER: Blanca Zamora-Garcia

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

ABSENT: Eleanor Powell

Respectfully submitted,

Theresa Bastian, Secretary

Approved:

James Valadez, Chairperson

AGENDA ITEM

#4B

Travis Taxpayer Liaison Activity Report

Property Owner Contacts

2016	2017	2018	2019
430	653	674	1,576

Complaints

Property Owner Interactions

	ARB Hearings	General Inquiries	Protest Process	efiling	Exemptions	Change of Address	Agent Appointment	BBP Issues	Open Records	Tax Issues	Total Activities
Jan	0	16	23	0	24	0	5	4	1	21	94
Feb	2	13	5	0	23	1	6	2	0	5	57
March	0	11	12	0	26	0	7	5	0	11	72
April	0	13	13	8	34	0	16	2	0	6	92
May											
June											
July											
Aug											
Sept											
Oct											
Nov											
Dec											
Total	<u>2</u>	<u>53</u>	<u>53</u>	<u>8</u>	<u>107</u>	<u>1</u>	<u>34</u>	<u>13</u>	<u>1</u>	<u>43</u>	<u>315</u>

AGENDA ITEM

#5A

Protest Status Update	
TRAVIS COUNTY	Current Status
Grand Total Market Value	\$ 287,675,920,93
Value required for Certification	\$ 273,292,124,89
Number of accounts protested	113,94
Value Protested Under Review	\$ 141,389,031,21
Value Protested Schd -- Formal	
Unfinished Docket	
LOC	
Top Lines	
Pending Data Entry	
Value Protested Remaining	\$ 141,389,031,21
Value <u>not</u> Under Review	\$ 146,286,889,72
ARB Value Required to Certify	\$ 127,005,235,10
Certification Percentage	50.85

\$ 91,180,651,975

Unscheduled		
Portfolio	Count	Value
BPP	1,206	\$ 1,121,908,530
Comm_Hotels	223	\$ 5,048,762,209
Comm_Industrial	2,534	\$ 11,455,209,311
Comm_Land	2,878	\$ 4,364,523,859
Comm_MultiFamily	1,351	\$ 28,976,803,795
Comm_Office	3,765	\$ 26,130,250,952
Comm_Retail	2,648	\$ 11,707,995,493
Comm_Specialty	383	3497106356
Residential	95,700	\$ 49,842,029,191
	110,688	\$ 142,144,589,696

Protest Status Update

Efile Accounts

Status	Count	Value
EFiled_Agent	69,040	\$ 106,286,151,225
EFiled_Owner	7,418	\$ 4,243,878,686
Paper_Agent	34,227	\$ 29,934,571,801
Paper_Owner	3,383	\$ 3,774,416,147
	114,068	\$ 144,239,017,859

Informal / Formal Completed

Status	Count	Value
Informals	3,381	\$ 2,132,497,187
TopLine	-	\$ -
ARB Hearings	-	\$ -
	3,381	\$ 2,132,497,187

Formal Hearing Venue

Status	Count	Value
Telephone	413	\$ 859,316,240
No Preference	69,743	\$ 86,932,511,455
In Person Form	7,918	\$ 28,905,118,825
In Person Request	32,640	\$ 25,427,573,691
	110,714	\$ 142,124,520,211



1st Floor- Lobby:



1st Floor- Customer Service:



1st Floor Board of Directors:





2nd Floor- Residential:



3rd Floor Server Room:



3rd Floor IT:



3rd Floor Print Room & IT Storage:



4th Floor Break Room:



AGENDA ITEM

#5B

5B- ARB REIMBURSEMENT REQUESTS

Last Name	Description	Beg Date	End Date	Hours Worked	Rate	Total Request
Becker	Secretary	3/28/2020	4/24/2020	94.90	\$ 28.13	\$ 2,669.54
Contreras		4/14/2020	4/16/2020	2.50	\$ 22.50	\$ 56.25
Cordelle		4/3/2020	5/7/2020	24.00	\$ 22.50	\$ 540.00
Fadel		4/14/2020	4/17/2020	13.00	\$ 21.25	\$ 276.25
Gaines	Vice Chair	3/23/2020	4/23/2020	25.25	\$ 28.13	\$ 710.28
Harris		3/30/2020	4/16/2020	4.50	\$ 21.25	\$ 95.63
Jarman		4/16/2020	4/30/2020	4.00	\$ 25.00	\$ 100.00
King		4/14/2020	4/14/2020	1.50	\$ 23.75	\$ 35.63
Krause	Comptroller Training	4/22/2020	4/22/2020	8.00	\$ 20.00	\$ 160.00
Ross		4/14/2020	4/17/2020	15.00	\$ 22.50	\$ 337.50
Stroud	Training	3/3/2020	3/3/2020	2.00	\$ 21.25	\$ 42.50
Total						\$ 5,023.57

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Sally Becker

Employee Email beckerarb@gmail.com

Dates covered by this claim form-

From: 03/28/2020

To: 04/24/2020

Description and purpose of travel:

Work Performed as TARB Secretary

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	40.50
PER DIEM RATE	\$ 225.00
HOURLY RATE CALCULATION	\$ 28.13
TOTAL DUE TO MEMBER	\$ 1,139.27

MEMBER SIGNATURE:

S. Becker

Becker Work Log**Payroll 3-28 to 4-10**

Day	Task	To	From	Total Time
Weds - 4/1/2020	read & answered emails	5:00	3:00	2 hours
Sat - 4/4/2020	read & answered emails; reviewed Mr. Armstrong's ltr;	7:00	5:00	2 hours
Weds - 4/8/2020	read & answered emails, respnded to Mr. King's email	4:00	2:00	2 hours
Thrus - 4/9/2020	researched other applications for video conferencing	1:00	12:00	1 hour
Fri - 4/10/202	read & answered emails, processed payroll	4:00	2:00	2 hours
Total				9 hours

Becker Work Log**Payroll 4-11 to 4-24***pg 1 of 2*

Day	Task	To	From	Total Time
Mon 4/13/202	read & answered emails; sent payroll to District	12:50	11:50	1 hour
Tues 4/14/2020	read & answered emails; attended mtg via telephone w/team leads	12:00	9:30	2. 1/2 hours
Weds 4/15/2020	read & answered emails, reviewed mtg notes	1:30	11:00	1 1/2 hours
Weds 4/15/2020	Phone conv. With a team lead re: action plan; read and answered emails; researched other ARBs re: notices on websites	6:00	4:00	2 hours
Thurs 4/16/2020	mtg with District	12:15	9:15	3 hours
Thurs 4/16/2020	read & answered emails; reviewed notes from AM mtg	2:30	1:30	1 hour
Fri 4/17/2020	read & answered emails; email to Armstrong	8:50	9:20	1/2 hour
Fri 4/17/2020	read & answered emails	12:00	11:30	1/2 hour
Fri 4/17/2020	read & answered emails; sent email re: agt conv.; reviewed and edited mtg. notes	4:15	1:45	2 1/2 hours
Mon 4/20/2020	read & answered emails; mtg w/J. Armstrong; sent email re: Payroll to Chair and VC; sent email re: Survey	4:30	12:30	4 hours
Tues 4/21/2020	read & answered emails; sent follow up survey email; posted survey results	1:00	11:00	2 hours

~~4/21~~

pg 2 of 2

Becker Work Log

Payroll 4-11 to 4-24

Tues 4/21/2020	read & answered emails; sent email re: TCPA's online training to members who needed the training; prepared survey spreadsheet	5:15	3:15	2 hours
Weds 4/22/2020	read & answered emails; posted survey results; reviewed mtg notes	1:30	11:00	2 1/2 hours
Thurs 4/23/2020	updated survey responses; read and responded to TCPA emails	1:00	11:00	2 hours
Thurs 4/23/2020	Mtg. with District; worked on survey responses	4:00	1:30	2 1/2 hours
Fri 4/24/2020	updated survey responses; read and responded emails; drafted a quorum agenda; email to c & vc asking for payroll info;	1:00	11:00	2 hours

Total 31.5 hours

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Sally Becker

Employee Email _____

Dates covered by this claim form-

From: 04/25/2020

To: 05/08/2020

Description and purpose of travel:

Work Completed as ARB Secretary

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	54.40
PER DIEM RATE	\$ 225.00
HOURLY RATE CALCULATION	\$ 28.13
TOTAL DUE TO MEMBER	\$ 1,530.27

MEMBER SIGNATURE:

SJ Becker

Becker Work Log**Payroll 4-25 to 5-8**

Day	Task	To	From	Total Time
Monday - 4-27-2020	updated survey responses; sent Becker & Gaines payroll logs to TCAD; read & answered emails, reviewed & edited 4/23 notes	1:00	11:00	2 hours
Monday - 4-27-2020	read & answered emails, forwarded PIR requests to JA; forwarded emails to Fields; sent email with suggestion for video conferencing; rec. TARB protests	5:30	3:30	2 hours
Tuesday - 4-28-2020	In office, read & answered emails;	12:00	8:00	4 hours
Tuesday - 4-28-2020	In office, read & answered emails;;	5:00	12:30	4 1/2 hours
Wednesday - 4-29-2020	read and responded to emails; listened to Zoom tutorials	1:00	12:00	1 hour
Thursday - 4-30-2020	In office, read and responded to emails; listened to hearings and prepared decision sheets; reviewed mail	8:00	12:00	4 hours
Thursday - 4-30-2020	In office, much the same as above ; Mtg with Armstrongs, Cordelle and Fields	4:30	12:30	4 hours
Friday - 5-1-2020	read & answered emails, sent 2nd survey request; responded to some payroll emails;	1:00	11:00	2 hours

Becker Work Log**Payroll 4-25 to 5-8**

Monday - 5-4-2020	read & responded to emails; entered survey responses; sent email with payroll changes to committees and team leads; returned member phone call	1:00	11:00	2 hours
Tuesday - 5-5-2020	In office: read and responded to emails, worked on regular mail;	12:15	8:00	4 1/4 hours
Tuesday - 5-5-2020	In office same as above	4:45	1:00	3 3/4 hours
Wednesday - 5-6-2020	In office: read and responded to emails, worked on regular mail; updated tech survey	12:15	8:00	4 1/4 hours
Wednesday - 5-6-2020	In office: read and responded to emails; regular mail	4:45	1:00	3 3/4 hours
Thursday - 5-7-2020	In office: read and responded to emails; regular mail	12:15	8:15	4 hours
Thursday - 5-7-2020	In office: read and responded to emails; regular mail; attended mtg w/District	5:00	1:00	4 hours
Friday - 5-8-2020	Read & responded to emails; prepared payroll documents	2:00	11:00	3 hours

Total 54.4 hours

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Felix Contreras

Employee Email _____

Dates covered by this claim form- From: 04/14/2020 To: 04/16/2020

Description and purpose of travel:

Zoom Meeting

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	2.50
PER DIEM RATE	\$ 180.00
HOURLY RATE CALCULATION	\$ 22.50
TOTAL DUE TO MEMBER	\$ 56.25

MEMBER SIGNATURE: _____

ARB Task Completed**4/14/2020**

Felix Contreras

Task	Purpose	To	From	Total Time	Comments
		7:00	7:15	0:15	
		7:15	7:30	0:15	
		7:30	7:45	0:15	
		7:45	8:00	0:15	
		8:00	8:15	0:15	
		8:15	8:30	0:15	
Zoom mtg	Misc	8:30	8:45	0:15	Zoom mtg
		8:45	9:00	0:15	Zoom mtg
		9:00	9:15	0:15	Zoom mtg
		9:15	9:30	0:15	Zoom mtg
		9:30	9:45	0:15	Zoom mtg
		9:45	10:00	0:15	Zoom mtg
		10:00	10:15	0:15	Zoom mtg
		10:15	10:30	0:15	Zoom mtg
		10:30	10:45	0:15	Zoom mtg
		10:45	11:00	0:15	Zoom mtg
		11:00	11:15	0:15	Zoom mtg
		11:15	11:30	0:15	
		11:30	11:45	0:15	
		11:45	12:00	0:15	

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Storey Cordelle

Employee Email _____

Dates covered by this claim form-

From: 04/03/2020

To: 05/07/2020

Description and purpose of travel:

Zoom Meetings, Team Lead Meetings, Research

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	24.00
PER DIEM RATE	\$ 180.00
HOURLY RATE CALCULATION	\$ 22.50
TOTAL DUE TO MEMBER	\$ 540.00

MEMBER SIGNATURE:

Storey Cordelle

ARB Time Sheet for Cordelle

ARB Task Completed	Date of Task	Hours Worked	Total Hours	Comments
Answered email survey questions irt hearings requested by ARB attorney along with email follow up	4/3/2020	9:30 -10:30	1	
Prepare for Zoom meeting with ARB Chair for upcoming District meeting	4/7/2020	13:00 - 14:30	1.5	
Prepare for Zoom meeting with ARB Chair for upcoming District meeting	4/8/2020	9:30 - 10:30	0.5	Meeting rescheduled
Prepare for Zoom meeting with ARB Chair for upcoming District meeting	4/10/2020	10:00 -11:30	1.5	
Prepare for Zoom Team Lead meeting	4/13/2020	9:30 - 10:00	0.5	
Zoom Team Lead meeting with follow up	4/14/2020	11:00 - 12:30	1.5	
TeamLead meeting follow up calls and next steps	4/15/2020	13:00 - 14:00	1	
Read emails from Team Members	4/16/2020	9:30 -10:00	0.5	
Member Survey Response and Email	4/21/2020	10:00 - 10:30	0.5	
Research Google Classroom per Chair request	4/28/2020	8:30 - 12:00	3.5	
Research Google Classroom per Chair request	4/29/2020	9:00 -10:30	1.5	
Zoom Meeting with ARB Attorney with prep and follow up	4/30/2020	13:30 - 15:30	2	
Zoom Meeting and Google Classroom Research	5/1/2020	10:30 - 12:00	1.5	
Read emails from Team Members; Zoom Meeting preparation	5/5/2020	8:30 - 9:00	0.5	
Read emails from Team Members; Zoom Meeting preparation	5/6/2020	10:00 - 12:00	2	
Distributed Zoom Meeting notes from 4/30	5/7/2020	8:30 - 9:30	1	
District Zoom Meeting	5/7/2020	1:30 - 3:00	1.5	
District Zoom Meeting Notes Compile	5/7/2020	16:00 - 18:00	2	
			24	

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Med Fadel

Employee Email _____

Dates covered by this claim form- From: 04/14/2020 To: 04/17/2020

Description and purpose of travel:

ARB Meetings, Emails/Calls/Text on Offsite Preparation Plans, Prepare talking points with TCAD

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	13.00
PER DIEM RATE	\$ 170.00
HOURLY RATE CALCULATION	\$ 21.25
TOTAL DUE TO MEMBER	\$ 276.25

MEMBER SIGNATURE: _____

ARB Member		Med Fadel	
Date	Task	Hours worked	
4/14/2020	ARB meeting by Zoom and follow up emails	3	
4/15/2020	Emails/calls/texts re. offsite preparation plans	3	
4/16/2020	Emails/calls/texts re. plans and talking points with TCAD	3	
4/17/2020	Emails/calls/texts re. plans and talking points with TCAD	4	
Total for period		13	

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Teresa Gaines

Employee Email gainesarb@gmail.com

Dates covered by this claim form-

From: 03/23/2020

To: 04/23/2020

Description and purpose of travel:

Work performed as TARB Vice-chair

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	17.35
PER DIEM RATE	\$ 225.00
HOURLY RATE CALCULATION	\$ 28.13
TOTAL DUE TO MEMBER	\$ 487.97

CORRECTION

25.25 HRS

\$ 710.28

MEMBER SIGNATURE:

Teresa Gaines

TERESA GAINES
Vice-Chair
Travis Appraisal Review Board

PAYROLL INFORMATION

3/23-27/20	1/2 day PREVIOUSLY PAID
3/30-4/3/20	1 day
4/6-17/20	2 days
Phone calls - 172 minutes	2.75 hours
Read/respond to emails on my personal ARB account	.75 hours
Read/respond to 63 text messages	1 hour
4/7/20 Zoom meeting with Mr. Fields and Protax Review, type and send meeting notes	3.5 hours
4/14/20 Zoom meeting with ARB team leads Review, type/revise/send meeting notes	4.5 hours
4/16/20 Zoom meeting with ARB and TCAD Review, type/revise/meeting notes	3.5 hours

TOTAL

~~16 hours~~ CORRECTION 12 HRS.

4/20-24/20

Phone calls - 79 minutes	1.25 hour
Emails -	.50 hours
Texts 10	10 minutes
4/20/20 Zoom meeting w/ ARB and Ms. Armstrong Review/type/send meeting notes	3.75 hours
4/20/20 Review/tyroe/send notes - Sharon Harris phone call	2.75 hours
4/23/20 Zoom mmeting ARB/TCAD Review/type/send notes	4.5 hours

TOTAL

~~17.35 hours = 2 days~~ CORRECTION 13.25
(1.35 hrs. carried over)

12 HRS + 13.25 HRS = 25.25 HOURS

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name

Sharon Harris

Employee Email

Dates covered by this claim form-

From: 03/30/2020

To: 04/16/2020

Description and purpose of travel:

Review Attorney Memo & TARB Policies for Changes to Processes needed for Pandemic, Review Comptroller Forms, R



A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	4.50
PER DIEM RATE	\$ 170.00
HOURLY RATE CALCULATION	\$ 21.25
TOTAL DUE TO MEMBER	\$ 95.63

MEMBER SIGNATURE:

ARB Task Completed

Monday 03/30/2020

SHARON HARRIS

Task	Purpose	To	From	Total Time
Review Attorney memo: team lead emails	TARB changes to processes needed for pandemic	4:00	5:00	1:00
Tuesday 03/31/20				
Review TX State Bar and courts chgs due to pandemic; team lead emails	TARB changes to processes needed for pandemic	3:00	3:30	0:30
Wednesday 04/01/20				
Review TARB policies, Property Tax Code; team lead emails	TARB changes to processes needed for pandemic	1:00	2:00	1:00
Friday 04/03/20				
Review Comptroller forms #50-132 & 50-283; team lead emails	Clarify why 50-283 doesn't include Owner's Opinion Value	1:00	2:00	1:00
Wednesday 04/08/20				
Review Zoom & how to distribute pdfs	Prepare for teleconference meetings	1:00	2:00	1:00
TOTAL HOURS				4:30

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SHARON HARRIS

Task	Purpose	To	From	Total Time
Team Lead & officers teleconf meeting	TARB changes to processes due to pandemic	9:45	11:15	1:30
Tuesday 04/15/20				
Subgroup phone mtgs; team lead emails & notes	Action plan for possible chges	1:00	3:00	2:00
Review other CAD & ARB websites	Action plan for possible	9:00	10:30	1:30
Wednesday 04/16/20				
Review subgroup's drafts & progress	Action plan for possible chges	3:00	3:30	0:30
TOTAL HOURS				5:30

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name E. Jarman

Employee Email _____

Dates covered by this claim form- From: 04/16/2020 To: 04/30/2020

Description and purpose of travel:

Review Document with Attorney, Planning for Change in ARB Rules

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	4.00
PER DIEM RATE	\$ 200.00
HOURLY RATE CALCULATION	\$ 25.00
TOTAL DUE TO MEMBER	\$ 100.00

MEMBER SIGNATURE: _____

Eugene Jarman

Thursday 04/16/2020

pg 1 of 2

Task	Purpose	To	From	Total Time	Comments
		7:00	7:15	0:15	
		7:15	7:30	0:15	
		7:30	7:45	0:15	
		7:45	8:00	0:15	
Review the document from Lawyer	Determine future role of	8:00	8:15	0:15	
Same	ARB	8:15	8:30	0:15	
		8:30	8:45	0:15	
		8:45	9:00	0:15	
		9:00	9:15	0:15	
		9:15	9:30	0:15	
		9:30	9:45	0:15	
		9:45	10:00	0:15	
		10:00	10:15	0:15	
		10:15	10:30	0:15	
		10:30	10:45	0:15	
		10:45	11:00	0:15	
		11:00	11:15	0:15	
		11:15	11:30	0:15	
		11:30	11:45	0:15	
Final review and note taking		11:45	12:00	0:15	4 hours total time spent on review
Meeting with other ARB members to discuss changes to ARB Rules. Meeting on 4/14/20		12:00	12:15	0:15	

Meeting lasted 3 hours and computer work leading up to meeting lasted 5 hours.	Revision to ARB Scripts	12:15	12:30	0:15	8 hours total time spent on revision of ARB Scripts
		12:30	12:45	0:15	
		12:45	13:00	0:15	
		13:00	13:15	0:15	
		13:15	13:30	0:15	
		13:30	13:45	0:15	
		13:45	14:00	0:15	
		14:00	14:15	0:15	
		14:15	14:30	0:15	
		14:30	14:45	0:15	
		14:45	15:00	0:15	
		15:00	15:15	0:15	
		15:15	15:30	0:15	
		15:30	15:45	0:15	
		15:45	16:00	0:15	
		16:00	16:15	0:15	
		16:15	16:30	0:15	
		16:30	16:45	0:15	
		16:45	17:00	0:15	
		17:00	17:15	0:15	
		17:15	17:30	0:15	
		17:30	17:45	0:15	
		17:45	18:00	0:15	
		18:00	18:15	0:15	
		18:15	18:30	0:15	
		18:30	18:45	0:15	

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Tom King

Employee Email _____

Dates covered by this claim form- From: 04/14/2020 To: 04/14/2020

Description and purpose of travel:

Video Conference Prep, Team Lead Meeting

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	1.50
PER DIEM RATE	\$ 190.00
HOURLY RATE CALCULATION	\$ 23.75
TOTAL DUE TO MEMBER	\$ 35.63

MEMBER SIGNATURE: _____

Thomas King Work
Log
Thursday 04/14/2020

Task	Purpose	To	From	Total Time	Comments
		7:00	7:15	0:15	
		7:15	7:30	0:15	
		7:30	7:45	0:15	
		7:45	8:00	0:15	
Video Conf Prep	Complete rev of member	8:00	8:15	0:15	
Video Conf Prep	notes and coments	8:15	8:30	0:15	
		8:30	8:45	0:15	
		8:45	9:00	0:15	
		9:00	9:15	0:15	
		9:15	9:30	0:15	
		9:30	9:45	0:15	
		9:45	10:00	0:15	
ARB Video Conf Team Lead Mtg	participate in mtg	10:00	10:15	0:15	
ARB Video Conf Team Lead Mtg	participate in mtg	10:15	10:30	0:15	
ARB Video Conf Team Lead Mtg	participate in mtg	10:30	10:45	0:15	
ARB Video Conf Team Lead Mtg	participate in mtg	10:45	11:00	0:15	
		11:00	11:15	0:15	
		11:15	11:30	0:15	
		11:30	11:45	0:15	
		11:45	12:00	0:15	
		12:00	12:15	0:15	
		12:15	12:30	0:15	

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name Guenter Krauss

Employee Email

Dates covered by this claim form- From: 04/22/2020 To: 04/22/2020

Description and purpose of travel:

Comptroller ARB Training- Online

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	8.00
PER DIEM RATE	\$ 160.00
HOURLY RATE CALCULATION	\$ 20.00
TOTAL DUE TO MEMBER	\$ 160.00

MEMBER SIGNATURE:

Krause Work Log**4/22/2020***pg 1 of 2*

Task	Purpose	To	From	Total Time	Comments
4/22/2020	Comptroller's Continuing Education Training - on line			8 hours	Pay for a full day

DRAFT

Appraisal Review Board Continuing Education 2020

PRINT SLIDE

pg 2 of 2

Statement of Compliance

In compliance with Tax Code Section 5.041, this form must be completed and submitted to the Texas Comptroller of Public Accounts upon completion of the mandatory Appraisal Review Board (ARB) new member training or upon completion of the mandatory continuing education training for returning ARB members. An ARB member may not participate in a hearing conducted by the ARB, vote on a determination of a protest, or be reappointed to an additional term on the ARB unless the person has completed the appropriate ARB training course, has received a certificate of course completion and has completed this statement indicating agreement to comply with the Tax Code in conducting ARB hearings.

I, <u>Guenter H Krauss</u>	
<small>Print name</small>	
ARB member for the county of <u>Travis</u>	<small>County</small>
successfully completed the Comptroller's ARB new member/continuing education training program on <u>22-Apr-2020</u> , offered in <u>Online Video</u> , Texas.	
<small>Date</small>	<small>City</small>
Pursuant to Tax Code Section 5.041, I hereby affirm that I will comply with Tax Code requirements governing ARB protest hearing procedures.	
Print Here → <u>Guenter H Krauss</u>	<small>Print Name</small>
Sign Here → <u>Guenter H Krauss</u>	<u>22-Apr-2020</u>
<small>Signature</small>	<small>Date</small>

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name _____

Employee Email _____

Dates covered by this claim form- From: _____ To: _____

Description and purpose of travel: _____

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	
PER DIEM RATE	
HOURLY RATE CALCULATION	
TOTAL DUE TO MEMBER	

MEMBER SIGNATURE: _____

ARB Member		Pamela Ross
Date	Task	Hours Worked
4/14/2020	ARB meeting by Zoom and follow-up emails	3
4/15/20/20	Emails/calls/texts re preparation for hearings	3
4/16/2020	Emails/calls/texts re plans and preparation of talking points with TCAD	5
4/17/2020	Emails/calls/texts re plans and talking points with TCAD	4
Total for Period		15

TRAVIS APPRAISAL REVIEW BOARD

REIMBURSEMENT REQUEST

Member Name

Gwendolyn Stroud

Employee Email

Dates covered by this claim form-

From: 03/03/2020

To: 03/03/2020

Description and purpose of travel:

Watched AG videos for Open Meetings & Public Information Act

A COMPLETED WORK LOG IS REQUIRED FOR REIMBURSEMENT REQUESTS

TOTAL HOURS WORKED	2.00
PER DIEM RATE	\$ 170.00
HOURLY RATE CALCULATION	\$ 21.25
TOTAL DUE TO MEMBER	\$ 42.50

MEMBER SIGNATURE:

Stoud Work Log**March 3rd, 2020***pg 1 of 3*

Task	Purpose	To	From	Total Time	Comments
March 3rd	Watched AG videos for the Open Meeting & Public Information Acts			2 hours	Pay for 1/2 day

DRAFT

pg 2 of 3

CERTIFICATE of COURSE COMPLETION

Open Meetings Act

I, **Gwendolyn Stroud**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 3rd day of March, 2020.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 20-282412M

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CERTIFICATE of COURSE COMPLETION

Public Information Act

I, **Gwendolyn Stroud**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 3rd day of March, 2020.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 20-282410P

AGENDA ITEM

#5C

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

JAMES VALADEZ
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
THERESA BASTIAN
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS

TOM BUCKLE
BRUCE ELFANT
ANTHONY NGUYEN
ELEANOR POWELL
RYAN STEGLICH
FELIPE ULLOA
BLANCA ZAMORA-GARCIA

May 29, 2020

RE: 2020 ARB Pay Policies and Procedures Recommendations

Members	1/2 Day ⁽²⁾⁽⁵⁾⁽⁷⁾	Full Day ⁽²⁾⁽⁶⁾⁽⁷⁾	Quorum Meeting ⁽⁹⁾
Term 1 (Year 1) ⁽¹⁾	\$ 75.00	\$ 150.00	\$ 40.00
Term 1 (Year 2) ⁽¹⁾	\$ 80.00	\$ 160.00	\$ 40.00
Term 2 (Year 3)	\$ 85.00	\$ 170.00	\$ 40.00
Term 2 (Year 4)	\$ 90.00	\$ 180.00	\$ 40.00
Term 3 (Year 5)	\$ 95.00	\$ 190.00	\$ 40.00
Term 3 (Year 6)	\$ 100.00	\$ 200.00	\$ 40.00
Special Panel(s) ⁽³⁾	\$ 100.00	\$ 200.00	
Team Leads/Mentors ⁽⁴⁾	\$ 100.00	\$ 200.00	\$ 40.00
Vice Chair/Secretary	\$ 112.50	\$ 225.00	\$ 40.00
Chair	\$ 137.50	\$ 275.00	\$ 40.00

Per Diem

1. First term members are designated as auxiliary members
2. Members will be paid per diem on either a 1/2 Day or Full Day basis as designated and approved by the ARB Chair
3. Special Panel rate paid only for days serving on "Special Panel" according to 6.425 TPTC
4. ARB chair may designate no more than 4 members as Team Leads/Mentors

Training

5. Four hour required comptroller training will be paid 1/2 Day per diem
6. Eight hour required comptroller training will be paid Full Day per diem
7. Additional training, not conducted as part of the required comptroller training, will be paid at member 1/2 Day or Full Day per diem as designated and approved by the ARB Chair; not to exceed \$450 per member in additional training payment per calendar year.

Request for Reimbursement

8. Member will not receive reimbursement for expenses on days when they receive per diem compensation.
9. Auxiliary members are not required for quorum meetings and will not receive reimbursement for quorum meetings unless their attendance at the meeting is required by the ARB Chair.
10. ARB Chair, Vice Chair, Secretary, and Team Leads/Mentors will receive per diem reimbursement for time performing reasonable and necessary ARB administrative functions according to this policy.
11. Committee work assigned by the ARB Chair that is reasonable and necessary for the administration of ARB functions will be paid at the members 1/2 Day or Full Day per diem as designated and approved by the ARB Chair; not to exceed the annual budgeted line item amount.
12. The ARB Chair shall submit all other requests for reimbursement for expenses, with proper documentation, to the Director of Finance for Board of Directors approval.