



BOARD POLICIES
OF THE
TRAVIS CENTRAL APPRAISAL DISTRICT

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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 property 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 on their relative tax levy. For example, a taxing unit that levies five (5) percent of the combined total of taxes levied by all participating taxing entities is allocated five (5) percent of the District's annual operating costs.
- Each taxing unit shall pay its annual allocation in four (4) 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 Property Tax Code

5. Policy Updates

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

II. DISTRICT BOARD OF DIRECTORS

1. Number

- The District is governed by a Board of nine (9) directors.

2. Eligibility

- To be eligible to serve on the Board, an individual other than the Travis County Tax 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 or election. [Tax Code Section 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 Section 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 Section 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 Section 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 serve on the Board until the expiration of three (3) years after such activity. [Tax Code Section 6.035(a-1)]
- A person is ineligible to serve on the 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 Section 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 a 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 a 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 Section 6.036]

3. District Term of Office

- Members of the Board appointed by the taxing units participating in the district serve staggered four-year terms beginning on January 1 of every other even-numbered year. Elected members of the Board serve staggered four-year terms beginning on January 1 of every other odd-numbered year. [Tax Code Section 6.0301]
- The terms of members of the Board appointed by the taxing units participating in the District who are serving on December 31, 2024, expire on January 1, 2025. Not later than December 31, 2024, the taxing units participating in the appraisal district that are entitled to appoint directors shall appoint five directors to serve terms that begin on January 1, 2025. Two directors shall be appointed to serve a term of one year, and three directors shall be appointed to serve a term of three years. Thereafter, all appointed directors serve staggered four-year terms beginning on January 1 of every other even-numbered year.
- The first election for the elective positions on the Board shall occur on the uniform election date in May 2024. The directors then elected take office on July 1, 2024, and serve a term that expires on December 31, 2026. The second election for the elective positions on the Board shall occur with the general election conducted in November 2026. Directors elected in November 2026 take office on January 1, 2027. At the first meeting of the Board that follows the November 2026 general election, the three elected directors shall draw lots to determine which directors shall serve a term of four years and which director shall serve a term of two years. Thereafter, elected members of the Board serve staggered four-year terms beginning on January 1 of every other odd-numbered year. [Tax Code Section 6.0301]

4. Selection

- The appraisal district is governed by a Board of nine (9) directors. Five (5) members are appointed by the taxing units that participate in the district. Three (3) members are elected by majority vote at the general election for state and county officers by voters of the county in which the district is established. The county assessor-collector serves as an ex officio director [Tax Code Section 6.0301]. Appointed members of the Board are selected as follows [Tax Code Section 6.03]:
 - Appointed members of the Board are appointed by vote of the governing bodies of the incorporated cities and towns, the school districts, the junior college districts, and the county. [Tax Code Section 6.03(c)]
 - The chief appraiser shall calculate the number of votes to which each taxing unit is entitled [Tax Code Section 6.03(c)].
 - The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the

total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. [Tax Code Section 6.03(d)]

- Before October 1st of each odd-numbered year, the chief appraiser shall deliver to the presiding officer of each taxing unit their voting entitlement. [Tax Code Section 6.03(e)]
- Before October 15th, each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the Board. [Tax Code Section 6.03(g)]
- Before October 30th, the chief appraiser shall prepare a ballot listing all candidates and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit entitled to vote. [Tax Code Section 6.03(j)]
- Before December 15th, the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser. [Tax Code Section 6.03(k)]
- The chief appraiser shall count the votes and declare the five candidates who receive the largest cumulative vote totals the appointed members. The results must be submitted to the presiding officer of each taxing unit entitled to vote before December 31st. [Tax Section Code 6.03(k)]

5. 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 and provided as **Appendix D** of this policy.
- No Board member can act until his or her anti-bribery statement is executed, and oath of office is administered.
- The oath of office and statement of office (**Appendix D**) shall be administered to all Board members at the first meeting of each calendar year.

6. Open Government Training and Compliance

- Board members are required to comply with the open government training requirements set forth in the Government Code Section 551.006 (Texas Open Meetings Act).
- 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>.
- Open sessions of the Board's meetings and workshops shall be recorded, and the recordings made available to the public under the Texas Public Information Act or on the District's website.

7. 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 Section 6.15(a)] This prohibition also applies to communications with District employees regarding appraisal matters subject to a protest filed by a Board member with the ARB.

However, this type of communication is allowed in:

- an open meeting of the 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 Section 6.15(a)(1)-(2) and (d)] Also, the 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 Section 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 Section 6.411(c-1)] However, this provision does not apply to the communications described in Tax Code Section 6.411(c) (communication with the Board's legal counsel) or the following communications described in Tax Code Section 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 the 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 officer of the ARB. [Tax Code Section 6.411(b), (c), (c-1), (d)]

8. Vacancies on the Board

- In the event of a vacancy of an appointed member of the Board, each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body and delivered to the chief appraiser a candidate to fill the vacancy within 45 days of the notification of the vacancy. The chief appraiser shall prepare and deliver a list of nominees to the Board within five (5) days. The Board shall appoint by a majority vote of its members one of the nominees to fill the vacancy. [Tax Code Section 6.0301(f)]
- In the event of a vacancy of an elected member of the Board, the Board shall appoint by majority vote of its members a person to fill the vacancy. [Tax Code Section 6.0301(g)]

9. Recall of Board Members

- The governing body of a taxing unit may call for the recall of an appointed member of the Board for whom the taxing unit cast any of its votes in the appointment of the Board. The recall must be in the form of a resolution filed with the chief appraiser. The chief appraiser shall deliver a written notice of the filing with the presiding officer of each taxing unit. [Tax Code Section 6.033]
- The taxing units may not recall an elected Board member. [Tax Code Section 6.033]

10. Officers

- The required officers of the Board shall consist of a Chairperson and Secretary who shall be selected by majority vote at the Board's first regular meeting each year and serve a one-year term. [Tax Code Section 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-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; and
 - 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;
 - assist the chief appraiser in meeting statutory notice requirements; and
 - any other functions assigned by the Board.

11. Authority and Functions of the Board

The statutory responsibilities of the Board and additional information regarding the implementation of these responsibilities include:

(a) Establish the appraisal district office. [Tax Code Section 6.05(a)]

- The District's office is located at 850 East Anderson Lane, Austin, TX 78752.

(b) Hire a chief appraiser. [Tax Code Section 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 may form a committee to assist with the annual evaluation of the chief appraiser. The committee shall report to the full Board with any recommendations, including goal setting.
- The chief appraiser job description is attached hereto as **Appendix B** and may be amended from time to time by the Board.

(c) Adopt the District's annual operating budget after fulfilling notice requirements and holding a public hearing. [Tax Code Section 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 send to all taxing entities for their review 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 expenses, employee education expenses, legal fees, and other expenses incurred by the District and the ARB.
- Not later than the 10th day before the date of the public 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 of the public hearing.

- 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 Section 6.06(c)]
- (d) Adopt a new budget within 30 days after a budget is disapproved by voting taxing units. [Tax Code Section 6.06(b)]**
- (e) Comply with statutory requirements for the appraisal review board (ARB) member and auxiliary member selection process. [Tax Code Section 6.41(b), (d), (d-1), (d-2-1), and (e), Section 6.414(a), and Section 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 Section 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 Section 6.04(a)]**
- (h) Have Board meetings at least once each calendar quarter. [Tax Code Section 6.04(b)]**
- The Board typically conducts meetings called at the discretion of the Chairperson.
 - Attendance by the Board at its meetings shall be in-person.
- (i) Develop and implement policies regarding reasonable access to the Board. [Tax Code Section 6.04(d) and (e)]**
- See **Appendix A** regarding public access to the Board.
- (j) Prepare information describing the Board's functions and complaint procedures, which must be made available to the public and the appropriate taxing units. [Tax Code Section 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 Section 6.04(g)]**
- See **Appendix A** regarding public access to the Board.
- (l) Appoint a taxpayer liaison officer (TLO). [Tax Code Section 6.052(a)]**
- See **Appendix A** regarding public access to the Board.
 - See **Appendix F** regarding the job responsibilities of the TLO.
- (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 Section 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 Section 25.18 and shall hold a public hearing to consider the proposed plan.
- The Board chairperson shall appoint an advisory committee to assist the chief appraiser with the preparation of the reappraisal plan. The advisory committee shall be appointed at the first regularly scheduled Board meeting in each even-numbered year. The advisory committee shall meet at the call of the Board chairperson.
- 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's office 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 the 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 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 any newly formed taxing unit's governing body on an estimated budget allocation for the new taxing unit. [Tax Code Section 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 Section 6.063(a) and (b)]**
- (p) **Designate the District depository at least once every two years with authority to extend the contract for one additional two-year period. [Tax Code Section 6.09]**
- (q) **Receive taxing units' resolutions disapproving Board actions. [Tax Code Section 6.10]**
- (r) **Adhere to requirements regarding purchasing and contracting under Local Government Code Chapter 252. [Tax Code Section 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 Section 6.12(a)]**
- (t) **Adhere to laws concerning the preservation, microfilming, destruction, or other disposition of records. [Tax Code Section 6.13]**
- (u) **Adopt and implement a policy for the temporary replacement of an ARB member who violates ex-parte communication requirements. [Tax Code Section 41.66(g)]**

See Chapter IV 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 if requested. [Tax Code Section 6.02]**
- (w) **Have Board meetings at any time at the call of the Chairperson or as provided by Board rule, but not less than once each calendar quarter. [Tax Code Section 6.04(b)]**
- (x) **Contract with another appraisal district or with a taxing unit in the District to perform the duties of the District. [Tax Code Section 6.05(b)]**
- (y) **Prescribe, by resolution, specified actions of the chief appraiser relating to District finances or administration that are subject to Board approval. [Tax Code Section 6.05(h)]**
- (z) **Employ a general counsel for the District to serve at the pleasure of the Board. [Tax Code Section 6.05(j)]**
- (aa) **Purchase or lease real property and construct improvements necessary**

to establish and operate an appraisal office or branch office. [Tax Code Section 6.051(a)]

(bb) Convey real property owned by the District. [Tax Code Section 6.051(c)]

(cc) Authorize the chief appraiser to disburse District funds. [Tax Code Section 6.06(f)]

(dd) Change the District's method of financing unless any participating taxing unit opposes the change [Tax Code Section 6.061(a)]

(ee) Contract with the governing body of a taxing unit or county to assess and collect taxes through the Interlocal Cooperation Act. [Tax Code Section 6.24(a) and (b)]

(ff) Authorize the chief appraiser to (1) contract with private appraisal firms to perform appraisal services under Tax Code Section 25.01(b); and (2) as permitted by law, appeal certain ARB orders to the District Court [Tax Code Section 42.02].

(gg) Authorize the Chief Appraiser to change the appraisal roll at any time to correct a name or address, a determination of ownership, a description of property, multiple appraisals of a property, an erroneous denial or cancellation of any exemption authorized by Tax Code Section 11.13 if the applicant or recipient is disabled or is 65 or older or an exemption authorized by Sections 11.13(q), 11.131, or 11.22, or a clerical error or other inaccuracy as prescribed by Board rule that does not increase the amount of tax liability. [Tax Code Section 25.25(b)]

12. Conflicts of Interest and General Ethics

- 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 Section 6.413(b), (d), and (e)]

- Board members are also subject to the provisions of Tax Code Section 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 in **Appendix C**. Forms for use for Chapter 176 purposes are available on the Texas Ethics Commission's website.

13. 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.
- 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.

14. 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 unless otherwise provided by Board rule. If the Board approves the establishment of a committee, the Chairperson shall appoint individual Board members to serve as committee members.
- The standing committees shall include:
 - Appraisal Review Board Committee
 - Bank Depository Committee
 - Budget Committee
 - Board Policy Committee
 - Chief Appraiser Search and Evaluation Committee
 - Contract Review Committee
 - Employee Benefits Committee
 - Facility Needs Committee
 - Financial Audit Committee
 - Reappraisal Plan Advisory Committee
 - Taxpayer Liaison Committee.
- A committee member shall be appointed and serve at the pleasure of the Board chairperson.
- 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 an 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 or the chief appraiser.

15. Authorization of Chief Appraiser to Perform Board Secretary Functions

The Tax Code outlines specific statutory duties that the Board Secretary must perform. The Board authorizes and delegates to the chief appraiser or an employee of the District performance of the tasks required by the Board Secretary.

III. DISTRICT ADMINISTRATION

1. 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 Section 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 (CAE) from IAAO; or
 - Residential Evaluation Specialist (RES) from IAAO.
- A chief appraiser with a professional designation other than an RPA must become certified with TDLR as an RPA within five (5) years of appointment as chief appraiser. [Tax Code Section 6.05(c)]
- An individual may not serve as a chief appraiser unless the individual has completed chief appraiser training pursuant to Texas Occupations Code Section 1151.164 and Tax Code Section 5.042. 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 Section 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. [Texas Occupations Code Section 1151.1581]
- Owing delinquent property taxes disqualifies a person from serving as chief appraiser. [Tax Code Section 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 Code Section 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 Code Section 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 Code Section 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 Code Section 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 Code Section 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 January 1 each year. [Tax Code Section 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 Code Section 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 Board may retain outside assistance deemed necessary to recruit the best possible candidate. The Board's Chief Appraiser Search and Evaluation Committee shall make a recommendation to the Board.

2. Chief Appraiser Duties and Responsibilities

- The chief appraiser coordinates and implements the goals and objectives established by 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, lists, forms applications, and other items;
 - creating procedures for equitable and uniform taxation;
 - sending notices of appraised value;
 - determining whether the 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 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; and
 - perform other legal responsibilities or duties assigned by the Board.
- The chief appraiser is assigned duties by the Board necessary to conduct Board duties and implementation of Board policy. The chief appraiser shall:
 - establish a comprehensive program to conduct all appraisal activities and keep the Board informed on the progress of appraisal activities;
 - develop and implement sound administrative procedures to conduct 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 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; and
 - 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 Board within the second degree by affinity or within the third degree by consanguinity, as determined under Chapter 573, Texas Government Code. Such an offense is a misdemeanor punishable by a fine of not less than \$100 or more than \$1,000. [Tax Code Section 6.05(f)] Also, an individual may not be employed by the 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 Section 6.054]

3. Chief Appraiser Compensation

- The chief appraiser is entitled to compensation as provided by the budget adopted by the Board. [Tax Code Section 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 Section 6.05(d)]

4. 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 or another public forum; or
 - (2) a closed meeting of the Board is 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 [Tax Code Section 6.15 (b), (c), and (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 Section 6.15 (c-1)]

- The 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 Section 6.035(c)]

- The chief appraiser commits a Class A misdemeanor offense if the chief appraiser communicates with the applicable appointing authority regarding the appointment of ARB members. [Tax Code Section 6.41(i), (k)] However, this prohibition does not apply to:
 - (1) a communication between a member of the ARB and the applicable appointing authority regarding the member's appointment to the ARB;
 - (2) a communication between the Taxpayer Liaison Officer for District and the applicable appointing authority 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 ARB members;
 - (3) a communication between a chief appraiser or another employee or agent of the District, a member of the ARB, or a member of the Board, and the applicable appointing authority regarding information relating to or described by Tax Code 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 applicable appointing authority. The appraisal district may provide the applicable appointing authority with information regarding whether any 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."); Tax Code Section 6.41 (d-5) ("The appraisal district of the county shall provide to the applicable appointing authority, 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 applicable appointing authority or the commissions”); Tax Code Section 6.41(f) (relating to grounds for removal); or Government Code Section 411.1296 (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 regarding information relating to or described by Tax Code Section 6.41(f) (relating to grounds for removal). The Taxpayer Liaison Officer shall report the contents of the communication relating to or described by Subsection (f) to the applicable appointing authority; or
 - (5) a communication between a property tax consultant or a property owner or an agent of the property owner and the applicable appointing authority regarding information relating to or described by Tax Code 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 Board, or the local administrative District judge if the judge is the appointing authority for the district, 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 the property. [Tax Code Section 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 Section 6.411(c-1)] This provision does not apply to the communications described in Tax Code Section 6.411(c) (communication with the Board’s legal counsel) or the following communications described in subsection Tax Code Section 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 the 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 Section 6.411(b), (c), (c-1), (d)]

5. Taxpayer Liaison Officer (TLO)

- The Board appoints a TLO whose duties are described in Tax Code Section 6.04(d), (e), and (f) and Section 6.052. A job description for the Taxpayer Liaison Officer is attached as **Appendix F**.
- The TLO administers public access functions for the District; provides information and materials to the public; resolves disputes that do not involve matters that may be protested under Tax Code Section 41.41; receives, compiles, and forwards complaints, comments, and suggestions concerning ARB matters to the Comptroller’s office; and delivers ARB applications received and provides clerical assistance to the Board as part of the ARB selection process. The TLO serves at

the pleasure of the Board.

- The chief appraiser or any other person who performs legal or appraisal services for the District for compensation is not eligible to be the TLO. The TLO is entitled to compensation as provided by the budget adopted by the Board [Tax Code Section 6.052(e)].
- The TLO 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; 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 [Tax Code Section 6.052(a)]. **See Appendix A.**
- The TLO 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 [Tax Code Section 6.052(b)].
- The TLO is also responsible for providing clerical assistance to the Board in the selection of ARB members. The TLO shall deliver to the Board applications to serve on the ARB that are submitted to the TLO and shall perform other duties as requested by the Board. The TLO may not influence the process for selecting ARB members. [Tax Code Section 6.41(d-1) and Section 6.051(f)]
- The Board may appoint one or more deputy taxpayer liaison officers to assist the TLO in the performance of the TLOs duties. [Tax Code Section 6.41(a)]

IV. APPRAISAL REVIEW BOARD

1. ARB Duties

- The 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 Section 6.41(b)] The number of ARB members may change from time to time as the Board determines.

2. ARB Member Selection

- The Board appoints the members of the ARB. [Tax Code Section 6.41(d-1)]
- An individual interested in appointment to the ARB must apply on forms designated by the Board and in the manner determined by the Board.
- The ARB Committee of the Board shall review all applications received and interview selected candidates for purposes of recommending appointees to the

ARB by the Board.

- When making recommendations of ARB members to the Board, the ARB Committee shall consider geographical representation of the County to ensure that members of the ARB adequately represent all areas.
- The ARB committee shall recommend a chairman and a secretary from among the members of the ARB. The committee is encouraged to select a chairman of the ARB who has a background in law and property appraisal. The recommendation for chairman and secretary of the ARB shall be presented to the full Board for appointment by majority vote.
- The ARB Committee shall submit to the full Board a list of recommended appointees to the ARB. The Board shall vote on the list of recommended appointees presented by the Committee.
- The Board must make appointments to the ARB, by majority vote, with at least two members of the majority being elected members of the Board. [Tax Code Section 6.41(d-2-1)] If a majority vote on the list of recommended appointees cannot be reached, the full Board shall vote on each individual on the list of recommended appointees. If the Board votes on individuals on the list of recommended appointees, the vote of each member of the Board shall be recorded. Any Board member who disapproves an individual on the list of recommended ARB appointees shall identify the basis for the disapproval.
- The Board shall provide the TLO with the appointed members of the ARB, and the TLO shall notify the appointees of their appointment, provide any additional paperwork required for appointment, and inform the appointments about when and where they are to appear. [Tax Code Section 6.41 (d-3)]
- In appointing or reappointing ARB members, the Board shall be provided with information, as applicable, 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), Section 6.41(d-5) (the number of ARB positions requiring appointment), Section 6.41 (f) (grounds for removal of an ARB member), and Government Code Section 411.1296 (criminal history record information of an ARB applicant). [Tax Code Section 6.41(i) and (k)]
- As allowed by Tax Code Section 6.41(e), the Board, by resolution, shall provide for staggered terms so that the terms of as close to one-half of the ARB members as possible expire each year. In making the initial or subsequent appointments, the Board shall designate those ARB who serve one-year terms 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 Section 6.41 and is subject to the same eligibility requirements and restrictions as a Board member under Tax Code Sections 6.41, 6.411, 6.412, and 6.413. [Tax Code Section 4.414(b)]
- A member of the ARB may be removed by a majority vote of the Board. Grounds for removal are: (1) a violation of Tax Code Sections 6.412, 6.413, 41.66(f), or

41.69; (2) good cause relating to the attendance of members at called meetings of the ARB as established by written policy adopted by a majority of the Board, attached as Appendix E; or (3) evidence of repeated bias or misconduct. [Tax Code Section 6.41(f)]

3. 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 Section 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.

4. 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 Section 6.413(b), (d), (e)]

5. 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.

6. 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.

7. 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 Section 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 Sections 1.111 or 25.25, Subtitle F of Title 1 of the Tax Code, or Subchapter Z, Government Code. [Tax Code Section 6.43(b)]
- If the ARB is a defendant in litigation, no settlement may be reached in the matter without the approval of the Board.

8. 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 Section 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 Section 6.42(c). [Tax Code Section 6.414(f)]
- The Board shall adopt a schedule of per diem payments for ARB members based on their levels of experience and years of service.

9. Temporary Appointment of ARB members

- 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 Section 41.66(g) or have resigned or been removed from office, the ARB chairman shall notify the Taxpayer Liaison Officer about the temporary or permanent vacancy (as the case may be). The TLO shall notify the applicable appointing authority 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 applicable appointing authority 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 applicable appointing authority 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.

**Appendix A
Travis Central Appraisal District
General Policies & Procedures for Public Access**

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 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.

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 the Board general counsel. The Board also adopts the annual District budget and ensures that the District follows policies and procedures and appropriate state laws and regulations. The Board does not appraise property, hear protests, or make decisions affecting appraisal records.

III. Taxpayer Liaison Officer

The Taxpayer Liaison Officer handles public access and informational matters and provides clerical assistance to the applicable appointing authority. The Taxpayer Liaison Officer also resolves complaints that fall outside the jurisdiction of the Appraisal Review Board (ARB). At each regular meeting of the Board, the Taxpayer Liaison Officer reports on the number, nature, and status of resolution on any complaints.

The Taxpayer Liaison Officer is responsible for preparing information of public interest describing the functions of the Board and the Board's procedures by which complaints are filed with and resolved by the Board. The Taxpayer Liaison Office shall make the information available to the public and the appropriate taxing jurisdictions.

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 Section 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;
- delivers ARB applications received and provides clerical assistance to the applicable appointing authority as part of the ARB selection process; and

- Performs similar duties and responsibilities as assigned.

The Board may also appoint one or more deputy taxpayer liaison officers who can assist the taxpayer liaison officer with statutory duties as needed.

IV. 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 public 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 on an item to do so before the Board's consideration of the item.

V. Procedures for Speaking at a Board Meeting

The procedures for addressing the Board are outlined below:

The public may address the Board during the "Citizen Communication" agenda item, which shall be placed on the agenda before the Consent Agenda and the Regular Agenda. To be eligible to speak during "Citizen Communication," persons must complete a Speaker Registration Form and submit it to the 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 to come forward to the podium, state their name and the agenda item they wish to address for the record, and make their remarks within the prescribed time limits. If a person wishes to speak about a subject that is not on the agenda but is within the Board's jurisdiction, the speaker may speak for the prescribed time, but in accordance with state law, the Board may not deliberate or take any action regarding the subject other than to provide a statement of fact in response to an inquiry, recite existing policy, or direct that the subject be placed on an agenda for a subsequent meeting. 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 submit a late Speaker Registration Form and address the Board during "Citizen Communication." The public may also address the Board virtually. If the public intends to address the Board virtually, that can be designated on the Speaker Registration Form. Any and all procedures for addressing the Board in-person or virtually are the same.

The speaker registration form can be submitted online at traviscad.org/speakerregistration.

Speaker Time Limits:

General Rule

The first ten individuals who sign up to speak before the Board during a meeting's "Citizen Communication" agenda item will each have three (3) minutes to address the Board. All subsequent individuals will each be allotted one (1) minute to address the Board. The Board's presiding officer may limit the time for each speaker if comments are repetitive or extend a speaker's time at their discretion.

Exceptions to these limits include:

Exception for Speakers Needing Translators

Speakers who will be addressing the Board through a translator 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 must be made to the District at least seven (7) days in advance of the Board meeting.

Exception for Donating Time

Persons may donate their time to another speaker if (a) the person donating time is present when the speaker begins to address the Board and (b) the person donating time specifies the name of the speaker to whom they are donating their time. Individuals may accrue no more than three (3) minutes of speaking time through a combination of their allotted time and time donated to them.

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 action, 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 Section 6.04(d)]

VI. Policies for Reviewing and Responding to Complaints and Certain Grievances

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 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
taxpayerliaison@tcadcentral.org

Complaints and correspondence may also be emailed to the Board at BOD@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 the 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.

The Board shall also hear and make determinations on certain grievances properly filed under Section 13.3 of the Personnel Policy Manual relating to Grievances Against the Chief Appraiser. The provisions of Section 13.3 of the Personnel Policy Manual shall govern those grievance proceedings.

VII. Interpreters/Translators

The Board will provide an interpreter 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, and state that the requestor is unable to provide their own interpreter. If written notice 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.

VIII. 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 disabled 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.

IX. Community Outreach

District personnel are available to speak to civic groups and other organizations and address issues on taxpayer rights, exemption issues, recent changes to property tax laws, and other appraisal-related issues of interest. 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 taxpayerliaison@tcadcentral.org.

Requests can also be submitted online at traviscad.org/speakerrequest.

X. District Website and Social Media

The Travis Central Appraisal District maintains a website online at traviscad.org. Information provided on that website includes live broadcasts and previous recordings of Board of Directors meetings, webinar archives, video tutorials, public information reports, forms, instructional documents, District calendar, District contact information, property owner portal, comprehensive property search, and other information required by state law or in the interest of the public.

The Travis Central Appraisal District maintains a presence on multiple social media sites to connect with and provide important information to the public. Links to active profiles can be found at traviscad.org. The District does not provide customer service support through these sites.

XI. Tax Calendar

January 1	Appraisal districts are required to appraise property at its value on this date.
January 1 – April 30	Appraisal districts complete appraisals and process applications for exemptions.
April – May	Appraisal districts send notices of appraised value.
May 15	Appraisal review boards begin hearing protests from property owners.
July 25	Appraisal districts certify current appraised values to taxing units.
August – September	Local taxing units adopt tax rates.
October 1	Local taxing units begin sending tax bills to property owners.
January 31	Taxes due to local taxing units (or county tax assessor, if acting on their behalf).
February 1	Local taxing units begin charging penalties and interest for unpaid tax bills.

**TRAVIS CENTRAL APPRAISAL DISTRICT
CONTACT INFORMATION:**

Address:

850 East Anderson Lane, Austin, Texas 78752

Business Hours:

Monday, Wednesday and Friday 7:45 am - 4:45 pm
Tuesday and Thursday, 9:45 am – 4:45 pm

Phone:

(512) 834-9317

Website:

www.traviscad.org

Taxpayer Liaison Officer

(512) 834-9317

taxpayerliaison@tcadcentral.org

APPENDIX B

TRAVIS CENTRAL APPRAISAL DISTRICT | JOB DESCRIPTION



DATE	August 24, 2023	JOB TITLE	Chief Appraiser
DEPARTMENT	Administration	STATUS	Exempt

POSITION SUMMARY

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.

ESSENTIAL DUTIES

- 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.
- 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 notices of 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.

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 the 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 or hold one of the following designations:
 - Appraisal Institute's MAI
 - International Association of Assessing Officers's (IAAO)
 - Assessment Administration Specialist (AAS)
 - Certified Assessment Evaluator (CAE)
 - Residential Evaluation Specialist (RES).
- Individuals who are not an RPA but who have an MAI, AAS, CAE, or RES designation must obtain an RPA certification within five years of appointment or start.
- Ability to complete chief appraiser training within one year of assuming position.

PHYSICAL REQUIREMENTS

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

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. 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.

Resumes are welcome, but applicants must submit a completed employment application before an interview will be granted.

APPENDIX C

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT <small>(Instructions for completing and filing this form are provided on the next page.)</small>		FORM CIS
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>	OFFICE USE ONLY <hr/> Date Received _____	
1 Name of Local Government Officer		
2 Office Held		
3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code		
4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.		
5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).		
Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ (attach additional forms as necessary)		
6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.		
_____ Signature of Local Government Officer		
Please complete either option below:		
(1) Affidavit		
NOTARY STAMP / SEAL		
Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.		
Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
(2) Unsworn Declaration		
My name is _____, and my date of birth is _____		
My address is _____, _____, _____, _____, _____ <small>(street) (city) (state) (zip code) (country)</small>		
Executed in _____ County, State of _____, on the _____ day of _____, 20_____. <small>(month) (year)</small>		
_____ Signature of Local Government Officer (Declarant)		

APPENDIX C

MEETING DATE: _____
AGENDA ITEM: _____

AFFIDAVIT ON ABSTENTION FROM VOTING

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, _____, a member of the 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.)*

B. Other

_____ Other

Explanation: _____

As a result of this interest, I will refrain from participating in discussion and voting 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: _____

APPENDIX D

<p>Rev. 04/2017</p> <p>Submit to: Custodian of election records</p> <p>Filing Fee: None</p>	<p style="text-align: right;">This space reserved for office use</p> <div style="text-align: center;"><p>OATH OF OFFICE</p></div>
---	---

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

State of _____)
County of _____)

Sworn to and subscribed before me this _____ day of _____, 20____.

(seal)

Signature of Notary Public or Other Officer Administering Oath

Printed or Typed Name

APPENDIX D

Rev. 04/2017

Submit to:
Custodian of election records
Filing Fee: None

This space reserved for office
use



STATEMENT OF OFFICER

Statement

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: _____

Signature of Officer

State of _____)
County of _____)

Sworn to and subscribed before me this _____ day of _____, 20____.

(seal)

Signature of Notary Public or Other Officer
Administering Oath

Printed or Typed Name

Revised 04/2017

APPENDIX E

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
BLANCA ZAMORA-GARCIA
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
ED KELLER
SECRETARY/TREASURER



BOARD MEMBERS
THERESA BASTIAN
TOM BUCKLE
BRUCE ELFANT
KRISTOFFER S. LANDS
ANTHONY NGUYEN
ELEANOR POWELL
JAMES VALADEZ

TRAVIS CENTRAL APPRAISAL DISTRICT APPRAISAL REVIEW BOARD ATTENDANCE POLICY

Last updated: March 12, 2018

1. After the submission of the appraisal records by the chief appraiser to the appraisal review board ("ARB"), formal protest hearings for the property owner shall be scheduled by the ARB chairperson and shall occur on business days consistent with operating days and hours of the Travis Central Appraisal District, unless otherwise allowed under Section 4 below.
2. Protest hearings shall be scheduled based on the volume of protests filed and in such a manner as to reasonably comply, at the earliest date possible, with threshold requirements, as applicable, of Tax Code Section 41.12, and subsequent to approval of the appraisal records, to substantially complete all protest at the earliest date possible.
3. The ARB chairperson shall schedule sufficient ARB members to be available on a daily basis to conduct protest hearings and operate the ARB in the most cost effective manner possible.
4. The ARB chairperson shall schedule sufficient ARB members to conduct hearings on Saturdays as required by law or requested by the chief appraiser.
5. Each member of the ARB shall be available when scheduled for duty by the ARB chairperson, and shall punctually appear at and attend all scheduled meetings, training, and protest hearings and remain on duty for the duration of his/her scheduled time, unless the member has been excused from attendance by the ARB chairperson for reasons listed in Section 6 below.
6. Excused absences include serious illness of member or member's immediate family, death in the family or attendance at a funeral, jury duty, or any other extenuating circumstance for good cause as allowed by the ARB chairperson. Good cause means a reason that was not intentional or the result of conscious indifference and will not cause undue delay or other injury to the ARB, District, taxpayers or taxing units of Travis County.
7. Strict adherence to the attendance policy for the ARB is critical in achieving the requirement of hearing and determining all or substantially all timely filed protests, and full attendance at all meetings and protest hearings for which that member's attendance is scheduled is a requirement.
8. A report of noncompliance with the attendance policy shall be prepared by the ARB Chairperson and presented to the board of directors at regularly scheduled meetings.
9. Failure to comply with the attendance policy is grounds for removal pursuant to Tax Code Section 6.41(f).

P.O. BOX 149012 8314 CROSS PARK DRIVE AUSTIN, TEXAS 78714-9012 (512) 834 9317 TDD (512) 836-3328 FAX (512) 835-5371
WWW.TRAVISCAD.ORG

APPENDIX F



TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Taxpayer Liaison	DATE	Job #	January 2024	N/A
DEPARTMENT	Board of Directors	STATUS	Contract		
REPORTS TO	Board of Directors	PAY GRADE	Contract		

ESSENTIAL DUTIES

- Communicate and coordinate with the applicable appointing authority as required by the Texas Property Tax Code
- Facilitate communications between the public and the Travis Central Appraisal District
- Provides information regarding the district's responsibilities to property owners and the general public, both orally and in writing
- Provide written and oral activity reports to the TCAD Board of Directors
- Administers the public access functions required by Sections 6.04(d), (e) and (f) of the Property Tax Code
- Resolves disputes involving matters that may not be protested under Section 41.41
- Accomplish tasks as needed and assigned by the Board of Directors or Chief Appraiser
- Serves as the board's liaison to the appraisal review board on issues related to ARB management
- Responsible for receiving, and compiling a list of, and providing resolution to comments, complaints, and suggestions filed by the chief appraiser, property owner, or a property owner's agent concerning the matters listed in 5.103(b) or any other matter related to the fairness and efficiency of the appraisal review board
- All duties are performed independently and require self-motivation and a professional attitude in the work environment

REQUIREMENTS/ADDITIONAL RESPONSIBILITIES

- Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, proof of Texas liability insurance, and verified good driving record
- Must complete required Comptroller training and education regarding the duties and responsibilities of the taxpayer liaison officer, including the procedures for the informal resolution of disputes

MINIMUM EDUCATION AND/OR EXPERIENCE

- 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

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the Texas Property Tax Code, real estate appraisal, the policies, and procedures of TCAD and the Travis CAD Appraisal Review Board
- Must demonstrate strong verbal and written communication skills
- Ability to work effectively with others and to work independently
- Must be proficient in using Outlook, Excel and Microsoft Word
- Must be able to learn and become proficient in the use of the Districts CAMA system
- Spanish Bilingual a plus

PHYSICAL REQUIREMENTS

Requires sitting, walking, standing, bending, kneeling, reaching, and twisting upper body. Must use hands for data entry. Must have the ability to hear and speak. Must have the ability to see and read fine print as well as lift up to 30 pounds.

WORK ENVIRONMENT

Indoor activity with frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress.

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Resumes are welcome, but applicants must submit a completed employment application before an interview will be granted.