



May 8<sup>th</sup>, 2023

### Open Letter to Tax Consultants who appear in Travis County

Dear Professional Tax Consultant: If you are not aware the TARB membership has been reduced in size to seventy four members by the TCAD Board of Directors. Our operating strength is sixty. This action only allows the TARB to seat 20 panels throughout the season, utilizing three-member panels. In order to hear the number of protest that are filed in a timely manner and to achieve certification by July 20<sup>th</sup>, The TARB will be offering single-member and two-member panels. This would provide an additional six or more panels to hear protests. The panels would be broken down into eight, three-member panel rooms and eighteen, two-member panels. The TARB will also operate with single-member panels as needed. The El Paso Appraisal Review Board has utilized two-member panels for some time now. We are working on how to overcome the inevitable impasse when two-members cannot agree on a value without relocating to a new panel. At this time, I am considering bringing a third member into the panel; listen to the audio recording of the testimony and review the evidence, ask any questions then close and enter into deliberation. There would be no new testimony. The additional panel member will be asked for their recommendation first and the deliberation would continue until two members of the three can agree on a value creating a majority for the recommendation.

In order to utilize the single-member and the two-member panels, the Tax Consultant will need to agree to the reduced panel size.

Currently the TARB plan for hearings will be to schedule per week. Each week protests will be rolled until Friday of that week. They will be scheduled at a rate of three hundred per week for residential and one hundred fifty per week for commercial the first week, commercial increasing to two hundred per week starting on week two. The TARB will schedule our first dockets beginning on June the 5<sup>th</sup>, 2023. We will hold hearing on Saturdays July the 15<sup>th</sup> and August 12<sup>th</sup>.

Protests not heard by the end of the week will be rolled into the following week. If not completed by Friday the following week they will be dismissed for failure to appear at the discretion of the Chairman of the TARB. A review of dockets will be done every week starting on June 20<sup>th</sup>. A directive to dismiss for failure to appear will be sent to the ARB administrative staff to be executed and issued.

I understand that the Consultants are interested in working quickly and just as the TARB is interested in efficiency. We do not desire to achieve a quick rate of completion at the cost of a procedure violation. Our goal is to achieve efficient use of time. We also understand the occasional technology delays caused by the technology and equipment use by the TARB cause a work slowdown. Those occurrences will be considered for extending the docket into the following week.

All protests scheduled for a formal hearing prior to July 21<sup>st</sup> will need to be heard by July 21<sup>st</sup>.

Any reschedule request must be for conflict with another ARB and will not be scheduled beyond July 21<sup>st</sup>. The protests initially scheduled after the 21<sup>st</sup> will comply with more than 5 less than 30 unless agreed to by the consultant and the chairman.

The TARB recommends that you avail yourself of the informal process.

We will start hearings with Tax Consultants on June 5<sup>th</sup>, 2023 at 8:00 a.m.

We are here to serve the property owners of Travis County, if you need assistance please contact the TARB via email at [tarbcontact@gmail.com](mailto:tarbcontact@gmail.com)

Craig Phifer  
Chairman  
Travis Appraisal Review Board