



March 27, 2024

Open Letter to Tax Consultants Who Appear in Travis County

Professional Tax Consultant: In 2024 the TARB will convene on June 3rd to open the protest season. It is our intention to resolve the prior year corrections and outstanding valuation hearings that have been rescheduled. These will occur June 3rd and 4th. For those consultants who wish not to participate in the informal process or who have exhausted the informal process, the TARB will schedule dockets for your remaining work, as soon as possible. It is our intention to certify by July 19, 2024. Our goal is to be 100% complete by August 30th.

Historically, our commercial panels have been underutilized during the season due to agents and property owners working informally with the appraisal district commercial appraisers to resolve protests. Although limited resources of seventy-four ARB members per day are available, the commercial panels will be over scheduled daily to accommodate for the anticipated resolution through the informal process. This will allow the Tax Consultant to have enough work during the day once the informal process has been completed. We will not hold panels available for the commercial work while informal meetings occur in another room. The panel will be assigned to complete other protests while negotiations continue. We will filter in individual property owners throughout the season. If property owners approach a two hour wait time, we may ask Tax Consultants to vacate the panel briefly and then return to the assigned panel to continue working on the docket.

Currently, the TARB plans to schedule dockets by the week. Each week's protests will be rolled until Friday of that week. They will be scheduled at a rate of three hundred per week for residential and three hundred per week for commercial. We anticipate that most of these will be worked informally and the remainder will go to a panel. If you have protests remaining on Friday, we will allow you to roll that docket to the next week. The expectation would be for you to start the following week with the remainder of the prior week's docket. We will not roll a docket for more than one week. All protest scheduled prior to July 19th must be completed by July 19th.

The TARB will operate daily with 71 members assigned to hearings. We will initially be able to seat twenty-three, three member panels and two, single member panels. If Consultants are

willing to work in a single member panel, the TARB will accommodate you by breaking a panel apart. We have 38 panel rooms available. Once your docket is set in a panel room I will not relocate the docket unless there is a technology issue. The TARB will convene on Saturday, July 13th to accommodate any protests rescheduled for conflict. When requesting a reschedule you will need to submit the notice from the conflicting ARB or the Notice of Setting from the Judge's Office that you have a conflict with.

During the 2023 protest season, it was rather amazing to watch many of you work so efficiently with the appraisal staff and the panels. I hope that in 2024 that you all can build on the collaborative effort demonstrated this past year. Thank you for the professionalism in 2023.

The TARB looks forward to serving you and the needs of the Citizens of Travis County. Your work and the work of TCAD impacts more than property owners, it impacts the entire community.

The members of the TARB recognize their role as members of a citizen review board and the contributions that we make to the process. Our members are well educated and trained in the hearing procedures. Please treat them with respect and deference to their position as appointees to a citizen review board.

We look forward to a busy and a productive season!

Craig A. Phifer

Chairman of the Travis Appraisal Review Board