

# TRAVIS CENTRAL APPRAISAL DISTRICT

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



MARYA CRIGLER  
CHIEF APPRAISER

**BOARD MEMBERS**  
TOM BUCKLE  
BRUCE ELFANT  
SHELLDA D. GRANT  
DENNY HAMILL  
ELEANOR POWELL  
RICO REYES  
BLANCA ZAMORA-GARCIA

## MINUTES OF THE JANUARY 14, 2014 MEETING OF THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT

The Board of Directors of the Travis Central Appraisal District held a public meeting on January 14, 2014 at 7:00 p.m. in Panel Rooms 2 and 3 on the second floor of the Travis Central Appraisal District, located at 8314 Cross Park Drive, Austin, Texas.

Mr. Lavine recognized a quorum was present and called the meeting to order at 7:03pm. Board members present were: Richard Lavine, Chair; Bruce Elfant, Denny Hamill, Eleanor Powell, and Rico Reyes. Kristoffer Lands, Vice-Chair; Ed Keller, Secretary/Treasurer, Tom Buckle, and Blanca Zamora-Garcia were absent from the meeting. Also present were Marya Crigler, Chief Appraiser; Sharon Baxter, Legal Counsel; and Leana Mann, Finance & Facilities Officer.

Item No. 3 – Oath of office for newly appointed board members. Paula Fugate swore in Rico Reyes, Denny Hamill, & Richard Lavine by reading aloud both the Oath of Office and Statement of Officer.

Item No. 4 – Election of officers for the board of directors: Elected Chairperson was Richard Lavine, elected Vice Chairperson is Kristoffer Lands, and elected Secretary/Treasurer was Ed Keller.

Item No. 5 – Citizen's Communication: there being no citizen's communication the Board moved onto item #6.

Item No. 6 – Approval of the minutes of the November 12, 2013 meeting: <sup>MS. E.P.</sup> **MR. ELEANOR POWELL MADE A MOTION TO APPROVE THE MINUTES AS PRESENTED. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

We also had the approval of the January 6<sup>th</sup> subcommittee meeting:

<sup>MS. E.P.</sup> **MR. ELEANOR POWELL MADE A MOTION TO APPROVE THE MINUTES AS PRESENTED. MR. RICHARD LAVINE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 7 – Taxpayer Liaison's Report: Mr. Don Rives spoke about his meeting with the comptroller regarding the new position. We will have to have a kiosk linked to the comptroller's for taxpayer's to be able to complain or compliment on the date of their hearing and how it was handled. The Vera Patton complaint is still pending. Two other matters were presented, but one was taken care of by a district employee and the other by the ARB Chair.

Item No. 8 – Appraisal Review Board Chairman’s report: Currently there are 969 open protests as of today; 464 BPP & 505 real property, due to the tax bills that were mailed in October. These hearings will not be held until May 2014. Judge Livingston reappointed eighteen of the nineteen members that were eligible to reapply and she also appointed four new members. The ARB has conducted an election to recommend officers: Marylyn Busceme, Chair; Joyce Williams, Vice-Chair; and Vanessa Downey-Little, Secretary. There are now a total of 36 ARB members.

Item No. 9 – Chief Appraiser report to include: field work status, homestead audits, flood reappraisals, records management, productivity and organizational structure, building maintenance, training opportunities, review of accounting statements, and personnel status report: We are in the process of completing the field work and we are on target to be completed by the end of February. Homestead audits: Austin Bulldog released an article regarding people having exemptions that were granted in error. We have been and we are currently doing internal audits regarding homesteads granted erroneously. We have removed 254 HS exemptions, removed 109 based on our audit of vital statistics, removed 165 from the Austin Bulldog report, and 899 other HS exemptions. We removed 1400 HS exemptions in 2013, compared to prior years; 2012-178 were removed, 2011-170 were removed, 2010-253 were removed, and in 2009-401 were removed. We have mailed 10,500 new applications, 5,000 requests for reapplications, 1,400 surveys for mailing addresses, and 8,000 qualification surveys. As far as outsourcing, Lexis Nexis would cost \$650 per audit denial; our tax benefit that is granted for exemption is \$633, which would not benefit the appraisal district. Flood reappraisals: The governor declared a disaster December 13<sup>th</sup>. Travis County passed a resolution on December 30<sup>th</sup> for reappraisal of properties affected by the flood. Del Valle ISD, Austin ISD, City of Austin, Travis County Healthcare District and ACC are looking into passing resolutions for flood reappraisal. The reappraisal will be prorated as of November 1<sup>st</sup>. Records management: After going through 850 boxes of documents at the warehouse, 840 will be destroyed. They have another 862 boxes to go through, we should have approximately 250 boxes overall. We will be able to save \$1,200 on warehouse fees. The old maps and old microfiche will be sent over to the Historical Society. Productivity and organizational structure: We have been selected to be a part of the Google Fiber community. We will consolidate our technical support departments into one department. We will also be moving BPP appraisers to our commercial area, our land department will move over to our residential department, and our GIS will move over to our IT department. Building maintenance: We will be eliminating some office walls in our residential area and commercial areas. We will also be able to have a dedicated meeting/training room. Conferences & training: In February, we will have IAAO course 201, TAAD Conference, and the GIS CAMA Conference in Florida. Accounting Statements: October and November financial statement; past due receivables; ARB reports- expenditures, general ledger, and budget to actual; our capital assets purchased thru November 30<sup>th</sup>, and our investment reports for November and December were included. Personnel status: Reviews are currently being processed; Marya went over each review to make sure the managers are conducting the reviews thoroughly and properly. Personnel changes: Kathy Sissney retired (BPP), Brian Kawazoe (RES), Baxter Trabold (RES), and Judi Beckham is moving from GIS department to our Customer Service Manager.

Item No. 10 – Discussion and action on GIS professional services with true automation: We currently have three of the six GIS technician positions filled, if we fill the last three positions this will cost the district \$187,000. The True Automation contract will cost the district \$75,000/year, which will save the district \$112,000. **MS. ELEANOR POWELL MADE A MOTION TO APPROVE THE CONTRACT WITH TRUE AUTOMATION AS PRESENTED. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 11 – Discussion and action on capitol appraisal group contract: This new contract will be for additional industrial properties and the cost for a two year contract will be \$101,000. We currently have a contract with CAG for semiconductor accounts, COTA, utility accounts, and other L2 type accounts. **MR. RICO REYES MADE A MOTION TO APPROVE THE CAPITAL APPRAISAL GROUP CONTRACT AS PRESENTED. MR. DENNY HAMMIL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 12 – Discussion and action on appointment of appraisal review board officers: **MR. DENNY HAMILL MADE A MOTION TO APPROVE THE APOINTMENT OF THE ARB OFFICERS AS FOLLOWS: MARYLYN BUSCEME, CHAIR; JOYCE WILLIAMS, VICE-CHAIR; AND VANESSA DOWNEY-LITTLE, SECRETARY. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 13 – Discussion and action on auxiliary appraisal review board member: The Chief would like to recommend the salary of Mr. Francis to be started as a second year board member due to experience. He was an auxiliary member for two years prior to becoming a regular member. **MR. RICHARD LAVINE MADE A MOTION TO APPROVE THE PAY GRADE, PER DIEM FOR MR. FRANCIS TO BE STARTED AS A SECOND YEAR BOARD MEMBER. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

At 8:19pm the Board moved to executive session for Item Nos. 14, 15, & 16 **TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 *et seq* [THE TEXAS OPEN MEETING ACT] INCLUDING:**

SEC. 551.071; Consultation with attorney regarding pending or contemplated litigation, settlement

offers, and matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

SEC. 551.072; Deliberations regarding real property

SEC. 551.074; Personnel matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee – Chief Appraiser

The Board reopened the regular meeting at 9:08pm and returned to Item Nos. 14-16 and also made a motion on Item No. 14.

Item No. 14 – Discussion and action on appeals report and litigation update; no action required

Item No. 15 – Report from district’s legal counsel regarding employment law matters on which the attorney has a duty to advise the board; no action required.

Item No. 16 – Discussion and action of chief appraiser’s annual performance review and employment contract: **MR. RICO REYES MADE A MOTION TO TABLE THIS DISCUSSION FOR NEXT MONTH TO GIVE THE SUBCOMMITTEE SUCH TIME TO RESPOND TO THE BOARD’S QUESTIONS & CONCERNS. MS. SHELLDA GRANT SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 17 – Discussion and actions on future agenda items: The Chief Appraiser’s annual performance review and employment contract. The District may have some remodeling costs that will have to be approved, but they are not anticipated at this time.

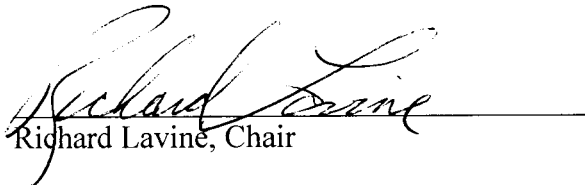
Item No. 18 – Adjournment. **MR. RICO REYES MOVED TO ADJOURN THE MEETING. MS. SHELLDA GRANT SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Ed Keller, Secretary/Treasurer

APPROVED:



Richard Lavine, Chair