

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 MAY 13, 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 May 13, 2014 at 4:00 p.m. in the Board Meeting Room, 200A 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 4:00 pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Ed Keller, Secretary/Treasurer, Bruce Elfant, Shellda Grant, Denny Hamill, Eleanor Powell, Rico Reyes and Blanca Zamora-Garcia. Tom Buckle was absent from the meeting. Also present were Marya Crigler, Chief Appraiser; Sharon Baxter, Legal Counsel; and Leana Mann, Finance & Facilities Officer.

Item No. 3 – Citizen’s Communication: there being no citizen’s communication the Board moved onto item #4.

Item No. 4 – Approval of the minutes of the January 14, 2014 meeting: **DR. DENNY HAMMIL MADE A MOTION TO APPROVE THE MINUTES AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 5 – Taxpayer Liaison’s Report: Mr. Don Rives stated that his email has increased since the notices were mailed. He spoke about the comptroller survey the taxpayer’s are going to have access to and where the information regarding the survey will be posted. He presented copies of Forms 50-823 ARB Survey and 50-824 ARB Survey Instructions for Taxpayer Liaison Officers or Appraisal District Designees.

Item No. 6 – Discussion and action on the General Policy for Public Access: **MS. ELEANOR POWELL MADE A MOTION TO APPROVE THE GENERAL POLICY FOR PUBLIC ACCESS AS PRESENTED. MS. BLANCA ZAMORA-GARCIA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 7 – Appraisal Review Board Chairperson report: Mrs. Busceme informed the Board that they have completed their orientation for the new and regular members. They will begin late hearings the last week of May and the first week of June. The board has asked for copies of the Bylaws, Operating Procedures and Formal Hearing Procedures to be presented at the next meeting.

Item No. 8 – Chief Appraiser report to include: notice of appraised value, taxpayer outreach, homestead audits, training, review of accounting statements, and personnel status report. We mailed the majority of our notices of appraised values on April 28th. Overall in Travis county we have a 15% increase; residential was up 15% and commercial was up 17%. The strongest growth is in apartments, East Austin & the urban core. Taxable increase is up 8% and residential HS is up 14%. The chief also presented the BOD with a heat map to show the various increases by appraisal area. She also provided them with a distribution by portfolio: residential & commercial. The chief also spoke about HB585 and resisting political pressure and Mr. Lavine pointed out also it is a misdemeanor to discuss values with the Chief Appraiser. Ms. Crigler talked about the public outreach Mr. Elfant and herself have been speaking at. Ms. Crigler also let the BOD preview taxpayer outreach videos that she has been working with Channel Austin to put together. The videos are still being edited and there are a variety of areas covered from exemptions, renditions, protesting to the formal hearing. Homestead audits: We have mailed out over 25,000 pieces of mail regarding homestead audits. We are currently mailing follow up letters to the applications with issues. We have officially removed 255 exemptions and have added tax liability of \$743,107 due to the 1st quarter audit. Personnel status report: Debra King (Appraisal Support) retired; two separations Denise Pierce (Customer Service) & Brenda Schwarz (Appraisal Support); one resignation - Trenetta Carter (Customer Service); three promotions - Judi Beckham to Customer Service Director, Edie Hellums to BPP Administrative Assistant, Sharon Holmes to Appraisal Support Quality Control; one transfer - George Bixler to IT; new hires - Sarah Knippa (Records Coordinator), Kathryn Gil (Land/Ag Administrator), Jennifer Corpus (Appraisal Support), Michael Kasper (Residential Appraiser), Ryan Wellborn (Residential Appraiser), Kristy Ortiz (part-time Finance Clerk), Alfredo Stovall (part-time Maintenance/Janitor), Michelle Cambises (CS Team Lead) and we have one position open in IT as Help Desk Clerk. Accounting Statements: Ms. Mann included the unaudited financial statements for January, February & March. Copies of a detailed list of capital assets purchased, ARB summary and detailed expenditure report were also provided.

Item No. 9 – Discussion on distinguished budget presentation award. Marya let the Board know that Leana has received the Government Finance Officers Association Distinguished Budget award. Leana will be doing the training at the TAAD Conference this year on how to prepare an award winning budget.

Item No. 10 – Discussion and action on Investment Policy. It is a requirement under the Public Funds Investment Act that we adopt the Investment Policy on an annual basis. A copy of the policy and the certification from the Government Treasurers Organization of Texas (GTOT), which is good for two years were included and no changes are being made this year per Leana. **MS. BLANCA ZAMORA-GARCIA MADE A MOTION TO APPROVE THE INVESTMENT POLICY AS PRESENTED. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 11 – Discussion and action on appeals report and litigation update; no action required

At 5:22pm the Board moved to executive session for Item Nos. 11 **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. 551.074; 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 9:39pm and returned to Item Nos. 12-13.

Item No. 12 – Discussion and actions on future agenda items: The next meeting will be scheduled June 10th at 6pm and the following items will be discussed: ARB budget items and an update on customer service controls.

Item No. 13 – Adjournment. **MR. KRISTOFFER LANDS MOVED TO ADJOURN THE MEETING. MS. SHELLDA GRANT SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Ed Keller, Secretary/Treasurer

APPROVED:



Richard Lavine, Chair