

Travis Central Appraisal District

Financial Disclosure

For Calendar Year ending December 31, 2017

INSTRUCTIONS: When filling out this form typing is optional. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates. Whenever you are required to identify an individual or business entity, indicate the corresponding city and state.

INDIVIDUAL REQUIRED TO FILE: Matthew Markert
(Full Name)

Address: _____
(City) (State) (Telephone Number - Optional)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754
(City) (State)

Position Held: Commercial Research Specialist

Name and Address of Employer: Self

Fluverville, TX
(City) (State)

Position Held: Realtor

Name and Address of Employer: _____

(City) (State)

Position Held: _____

Nature of Occupation: _____

This Financial Statement must include the financial activity of the person required to file the statement and the financial activity of his spouse and dependent children over which he had actual control for the preceding calendar year. A person's natural child, adopted child, or stepchild is his or her "dependent child" if the person provides over 50 percent of the child's support during the calendar year.

SPOUSE: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 1: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 2: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Nature of Occupation: _____

DEPENDENT CHILD 3: _____
(Full Name)

ADDRESS: _____
(City) (State)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Nature of Occupation: _____

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part I. Retainers and/or Contingent Fees

Identify any person, business entity or organization from whom you or a business in which you have substantial Interest* have received a fee as a retainer for future services in case of need (as opposed to a fee for service on a matter specified at the time of contract for the fee). Report only retainer fees in which the amount of work performed does not equal or exceed the value interest. Also, report any present contingent fee agreements. List only those retainers or contingent fees where you may either directly or indirectly represent a property owner of either real or taxable personal property who may appear before the Travis Central Appraisal District.

Source of Fee

Received by

* An individual has a "substantial interest" in a business entity if:

- A. the interest is ownership of ten percent (10%) or more of the voting stock or shares or of the fair market value of the entity or ownership of five thousand dollars (\$5,000.00) or more of the fair market value of the entity;
- B. funds received by the individual received from the business entity during either the previous twelve months or the previous calendar year exceeding ten percent (10%) of the individual's gross income during that period; or
- C. the individual is a creditor, debtor, or guarantor of the business entity in an amount of five thousand dollars (\$5,000) or more.

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part II. Notes

List all notes secured by property held or acquired which is located within the Travis Central Appraisal District.

<u>Description</u>	<u>Held/Acquired by</u>
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PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part III. Personal Liabilities

Identify each person or financial institution to which a personal note or notes for a total financial liability in excess of \$5,000 existed at any time during the calendar year.

Source	Money Owed by
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PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

Part IV. Ownership Interest

Describe all ownership interests* held or acquired in real property (including your homestead) and in business entities.

REAL PROPERTY HELD OR ACQUIRED:

A description of real property is required to be reported by number of lots or number of acres, as applicable, located within the Travis Central Appraisal District.

<u>Description of Interest</u>	<u>Held/Acquired by</u>
--------------------------------	-------------------------

BUSINESS ENTITIES HELD OR ACQUIRED:

"Business entity" means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust, or any other entity recognized by law through which business may be conducted. List only those entities that either own, buy, sell, invest, appraise or represent real property located within the Travis Central Appraisal District, and in which the interest listed is more than 5% of the total such interest.

<u>Description of Interest</u>	<u>Held/Acquired by</u>
--------------------------------	-------------------------

*An ownership interest may be either legal or equitable title (such as when a creditor takes the legal title as security for repayment of a debt), and includes interests held as legal owner, equitable owner, trustee, beneficiary, joint tenant, community property owner, stock holder, general partner, or limited partner.

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Part V. Gifts

Identify any person, business entity, or other organization that either buys, sells, invests, appraises or represents real property located within the Travis Central Appraisal District which has given gifts of money or property to you, your spouse, or your dependent children, the total value of which exceeds \$250. Describe each gift. Do not include gifts received from persons related within the second degree of consanguinity or affinity.

<u>Source of Gift</u>	<u>Brief description of Gift</u>	<u>Received by</u>
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Part VI. Positions

List all boards of directors of which the person is a member and executive positions which he holds in corporations, firms, partnerships and proprietorships, stating the name of each organization and the position held.

<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
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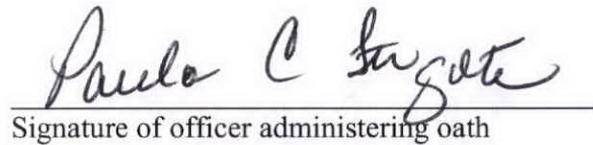
VERIFICATION

I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.

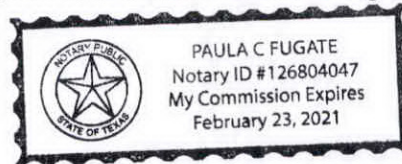


Signature of Affiant

Sworn to and subscribed before me by: Matthew Markert
this the 31st day of Jan 2018, to certify
which, witness my hand and seal of office.



Signature of officer administering oath



Print name of officer administering oath



Title of officer administering oath

Travis Central Appraisal District

Financial Disclosure

For Calendar Year ending December 31, 2018

INSTRUCTIONS: When filling out this form typing is optional. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates. Whenever you are required to identify an individual or business entity, indicate the corresponding city and state.

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(Full Name)

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(City) (State) (Telephone Number - Optional)

LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754
(City) (State)

Position Held: Assistant Director - Commercial + BPP

Name and Address of Employer: Team Hendry Realty, LLC

Round Rock TX
(City) (State)

Position Held: Realtor

Name and Address of Employer: _____

(City) (State)

Position Held: _____

Nature of Occupation: _____

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(Full Name)

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LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: _____

(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 1: _____
(Full Name)

ADDRESS: _____
(City) (State)

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(City) (State)

Position Held: _____

If Self-employed:
Name and address of Business: _____

(City) (State)

Nature of Occupation: _____

DEPENDENT CHILD 2: _____
(Full Name)

ADDRESS: _____
(City) (State)

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(City) (State)

Position Held: _____

If Self-employed:
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(Full Name)

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Source of Fee

Received by

None

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<u>Source of Gift</u>	<u>Brief description of Gift</u>	<u>Received by</u>
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None

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<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
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None

VERIFICATION

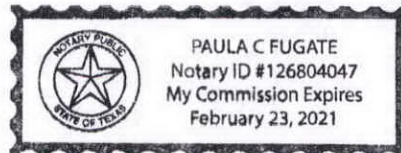
I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.

Matthew Markert 1-30-19
Signature of Affiant

Sworn to and subscribed before me by: Matthew Markert

this the 29th day of Jan 20 19, to certify
which, witness my hand and seal of office.

Paula C. Fugate
Signature of officer administering oath



Print name of officer administering oath

HR Dir.
Title of officer administering oath

TCAD Personnel Action Notice

2018 Annual Salary Increase

Markert, Matthew R.

Last Name

First Name

Increase Effective Date: December 21, 2018

Division: Commercial Appraisal

Rate of Pay: **\$3,731.20**

Grade: **18**

Step: **3**

Comments

Merit

Approvals:

Human Resource Director

Paula Stigute

Date

1/14/2019

Manager

Date

Director

Date

Director of Operations

Luanan H. Mann

Date

1/18/19

Deputy Chief Appraiser

Date

Chief Appraiser

TD

Date

4/19/19

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

February 6, 2018

Notification Date

New Hire

Separation

Leave of Absence

Other Promotion

Matt Markert

First Name

Middle Initial

Last Name

Effective Date: February 9, 2018

Division:

Commercial Appraisal

Position:

Asst. Dir. Commercial Appraisal

Extension:

Rate:

\$3,586.40

Grade: 18

Step: 1

Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 annually

Comments

Approvals:

Human Resource Director

Paula Ingate

Date

2/6/2018

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

[Signature]

Date

2/6/18

Finance and Facilities Officer

Heather N. Mann

Date

2/6/18

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

2017 Annual Salary Review

Markert, Matthew R.

Last Name

First Name

Increase Effective Date: December 22, 2017

Division: Commercial Appraisal

Position: Research Specialist

Hourly Rate: \$40.50 Grade: 11 Step: 14

Lump sum merit 12/15/2017: \$4,212.00

Lump sum top of range paid 01/12/2018: _____

Comments _____

Approvals:

Human Resource Director Paula Sugata Date FEB 15 2018

Manager _____ Date _____

Director _____ Date _____

Deputy Chief of Appraisal _____ Date _____

Chief Appraiser [Signature] Date FEB 20 2018

Finance and Facilities Officer Luan H. Mann Date FEB 20 2018

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

2016 Annual Increase

Markert, Matthew R.

Last Name

First Name

Increase Effective Date: December 23, 2016

Division: Commercial Appraisal

2017 Rate: \$3,114.40

Grade: 11

Step: 12

Total Percent of Increase: 12.8%

Adjustment: 1.5%

Lump Sum paid 12/16/2016: \$4,048.72

Lump sum top of range paid 01/13/2017:

Comments Exceptional - Merit & Adjustment to Grade

Approvals:

Human Resource Director

Paula Aguilar

Date

2/9/2017

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

Mary [Signature]

Date

2/23/17

Finance and Facilities Officer

Guadalupe Mann

Date

3/2/17

Entered into payroll by: _____

Verified in payroll by: _____

TCAD Personnel Action Notice

February 26, 2016

Notification Date

New Hire

Separation

Leave of Absence

Increase and/or Lump Sum Pymt. ☒

Matthew R. Markert

First Name

Middle Initial

Last Name

Effective Date: December 25, 2015

Previous Rate: \$2,761.60

Previous Grade: 9

Previous Step: 12

Lump Sum: \$1,436.03

New Rate: \$2,761.60 New Grade: 9 New Step: 12

Exempt or Non Exempt: E

Comments/Performance Rating: Exceeds – Recent promotion no increase

Approvals:

Human Resource Director Paula Zugate Date 2/26/2016

Manager _____ Date _____

Director _____ Date _____

Deputy Chief of Appraisal _____ Date _____

Chief Appraiser Margaret [Signature] Date 3/2/16

Finance and Facilities Officer Heana H. Mann Date 2/29/16

TCAD Personnel Action Notice

August 28, 2015
Notification Date

New Hire Separation Leave of Absence Other Promotion

Matt Markert
First Name Middle Initial Last Name

Effective Date: September 1, 2015

Division: Commercial Appraisal

Position: Data Analyst

Extension: _____

Rate: \$2,761.60 Grade: 8 Step: 12 Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 annually

Comments _____

Approvals:

Human Resource Director Liegnia H. Mann Date 8/31/15

Manager [Signature] Date 8-31-15

Director [Signature] Date 8-31-15

Deputy Chief of Appraisal [Signature] Date 8/31/15

Chief Appraiser [Signature] Date 8/31/15

Finance and Facilities Officer Paula Fitzgerald Date 8/31/2015

Entered into payroll by: _____

Verified in payroll by: _____

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

June 5, 2015

Mr. Paul Snyder, Deputy Chief of Appraisal
Travis Central Appraisal District
8314 Cross Park Drive
Austin, Texas 78754

Mr. Snyder,

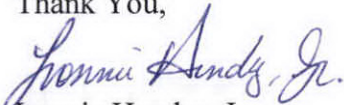
The intent of this letter is to recommend a mid-year salary adjustment for Matthew Markert based upon his exceptional work ethic and job performance. Since I took over as the Commercial Appraisal Director in February of 2015 Matthew has exhibited a strong desire to exceed expectations. He has timely completed all of his assigned tasks and even helped others in the department with their work assignments. He is punctual and always available to assist with any additional projects that arise through the normal course of our business.

On several occasions during my short tenure he has used me as a sounding board concerning his Office Portfolio. He has taken his initial thoughts, my recommendations, and market data to create a very impressive work file. His Appraisal Review Board evidence packets have become the new professional standard at TCAD. The other commercial portfolios are using Matthew's evidence packet as their evidence packet template. In addition to his evidence packet, he has created a "time trended" sales analysis spreadsheet that accurately reflects the current state of the office market in Travis County. Matthew's analyses and spreadsheets are easy to read and understand; they will provide the Appraisal Review Board with a professional and comprehensible reference point when making value related decisions.

He has a positive attitude and has started transitioning into a leader among his co-workers and peers. During a few of our internal staff training sessions he has taken the lead and led the discussion with salient points and valid conclusions. This week, he has helped our newest hire, Ryan Fletcher, with some income/expense training that Ryan later told me was "very helpful and the most useful training he had experienced since he started at TCAD."

In summation, and in my opinion, Matthew has earned a mid-year increase in pay based upon his job performance, positive attitude, and exhibited leadership. Please accept this letter as my formal request for a salary adjustment for Matthew to be given as soon as possible.

Thank You,


Lonnie Hendry, Jr.

TCAD Personnel Action Notice

June 5, 2015

Notification Date

New Hire

Separation

Leave of Absence

Other ☒

Matthew Markert

First Name

Middle Initial

Last Name

Effective Date: May 29, 2015

Division: Commercial Appraisal

Position: Appraiser

Rate: \$2284.80 Grade: 6 Step: 13 Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 annually (no change)

Comments 2 step merit increase

Approvals:

Human Resource Director

Paula Juzarte

Date

6/12/2015

Manager

[Signature]

Date

Director

Heemi Henday of

Date

6/12/15

Deputy Chief of Appraisal

[Signature]

Date

Chief Appraiser

[Signature]

Date

6/12/15

Finance and Facilities Officer

Seana H. Mann

Date

6/15/15

Entered into payroll by:

[Signature]

Verified in payroll by:

[Signature]

TCAD Personnel Action Notice

January 7, 2015
Notification Date

Reason for pay change: Adjustment to pay grade and Merit

Markert, Matthew R.

First Name

Middle Initial

Last Name

Effective Date: December 26, 2014

Division: Commercial Appraisal

New Rate: \$2,196.00 bi-weekly Grade: 6 Step: 11

Car Allowance If applicable no change

Comments

Lump Sum Payment:

Approvals:

Human Resource Director Paula Ingate Date 1/7/2015

Manager _____ Date _____

Director _____ Date _____

Deputy Chief of Appraisal _____ Date _____

Chief Appraiser Maryn Dignity Date 1/7/15

Finance and Facilities Officer Sean H. Mann Date 1/7/15

Entered into payroll by: _____

Verified in payroll by: _____

**TCAD Personnel Action Notice
Annual Increase**

January 15, 2014

Notification Date

Markert, Matthew R.

Last Name, First Name MI

Effective Date: December 27, 2013

Division: 1423

Previous Hourly Rate: \$23.92

New Hourly Rate: \$25.58

Previous Grade: 6 Previous Step: 6

New Grade: 6 New Step: 9

Comments:

Lump Sum: \$0.00

Car Allowance For those employees with auto allowance there is no change.

Approvals:

Human Resource Director Paula Ingate Date 1/15/2014

Manager _____ Date _____

Director _____ Date _____

Deputy Chief Appraiser _____ Date _____

Chief Appraiser Matthew D. Higgins Date 1/15/14

Finance and Facilities Officer Heleana H. Mann Date 1/15/14

Entered into payroll by: _____

Verified in payroll by: _____

**TCAD Personnel Action Notice
2013 Annual Increase**

January 14, 2013
Notification Date

Markert, Matthew R.
Last Name, First Name MI

Effective Date: December 28, 2011 2012

Division: 142300

Previous Hourly Rate: \$23.21

New Hourly Rate: \$23.92

Grade: 6

Step: 6

Comments: _____

Lump Sum: _____

Car Allowance For those employees with auto allowance there is no change.

Approvals:

Human Resource Director	<u>Paula Ingate</u>	Date	<u>1-15-2013</u>
Manager	<u>[Signature]</u>	Date	<u>1-14-13</u>
Director	<u>Kay Besson</u>	Date	<u>1-14-13</u>
Deputy Chief of Appraisal	<u>[Signature]</u>	Date	<u>1/14/13</u>
Chief Appraiser	<u>[Signature]</u>	Date	<u>1/11/13</u>
Finance and Facilities Officer	<u>Deborah H. Mann</u>	Date	<u>2/19/13</u>

Entered into payroll by: _____

Verified in payroll by: [Signature]

**TCAD Personnel Action Notice
Annual Increase**

January 17, 2012
Notification Date

Markert, Matthew R.
Last Name, First Name MI

Effective Date: December 30, 2011

Division: 142300

Previous Hourly Rate: \$22.64

New Hourly Rate: \$23.21

Comments:

Lump Sum:

Car Allowance For those employees with auto allowance there is no change.

Approvals:

Human Resource Director

Paula Ligata

Date

1/17/2012

Manager

[Signature]

Date

1/20/2012 1/23/2012

Director

Ray Bisson

Date

1-23-12

Deputy Chief of Appraisal

[Signature]

Date

Chief Appraiser

Mary [Signature]

Date

1/18/12

Finance and Facilities Officer

Sharon Kingst

Date

1/18/12

Entered into payroll by:

[Signature]

Verified in payroll by:

pb

TCAD Personnel Action Notice

January 2011
Notification Date

New Hire Separation Leave of Absence Other X

Matthew Markert
First Name Middle Initial Last Name

Effective Date: January 1 2011

Division: Commercial

Position: Appraiser

Comments:

Salary: \$22.64

Bi-weekly:

Car Allowance no change

Approval:

Human Resource Director _____ Date _____

Manager _____ Date _____

Director _____ Date _____

Chief Appraiser _____ Date _____

TRAVIS CENTRAL APPRAISAL DIST

Employee Performance Review

EMPLOYEE INFORMATION

Name	MATTHEW R. MARKERT	Date	May 26, 2010				
Job Title	Commercial Appraiser	Division					
Reviewer	Howard Angell/Kay Bisson	Review Period	2/16/10 to 5/17/10				
Current Salary	\$ 41,999.88	Increase	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Increase Amount	\$	Auto Allowance	No change
Employee Signature	Date						

RATINGS

	5 = Excellent	4 = Exceeds	3 = Satisfactory	2 = Inconsistent	1 = Unacceptable
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	He has been in training doing field work with Amy Harrison since he became employed. He has not been doing field work independently as of date.				
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Matt has the basic understanding of the appraisal process, policies and procedures of the Appraisal District				
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Matt is a self starter. He has been developing spread sheets to track the progress during the valuation period. He has also developed a process to track the completion of equity spread sheets for the upcoming protest season.				
Communication/Listening Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Matt exhibits ability to be a good listener by taking in all details and responding to the taxpayers needs and concerns. This ability will be very valuable during the protest season. He is a quick learner and only needs to see a process one time.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					

EVALUATION

GOALS Matt needs to become very familiar with the income approach and its application. He can achieve this by taking courses offered by TAAD and or IAAO.

EMPLOYEE COMMENTS

VERIFICATION OF REVIEW

Signature:	Date
Employee	6-9-10
Manager	6-9-10
Director	6-9-10
Chief Appraiser: Kay Bisson Patrick Brown	June 9, 2010

TCAD Network User Notification

Date: February 16, 2010

☒ Hire

☐ Termination

☐ Leave of Absence

First: Matthew Last Name: Markert

Department Ext:

Position: Appraiser

Effective starting date: February 16, 2010

Starting Rate: \$1,615.38 plus car allowance

CERTIFICATE *of* COURSE COMPLETION

Public Information Act

I, **Matthew R. Markert**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 23rd day of April, 2013.



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 13-169300P

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



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

DATE: January 24, 2012

TO: TCAD EMPLOYEES

FROM: FINANCE AND FACILITY OFFICER

RE: Security Card and Deduction Authorization

Employee name: Matthew Markert

Badge number: 5879

Department: Commercial

As an employee of the Travis Central Appraisal District (TCAD) you have been issued a security card. These are proximity cards, i.e., they do not have to touch the reader, but must be within approximately 2 inches to be read. Your card will work on all three entry doors, according to the schedule you have been assigned. If you have a question about the access schedule you have been assigned please see your supervisor.

The front door is set to unlock each day at 7:45 a.m. and will lock at 4:45 p.m. Both the other doors will remain locked at all times. Any person not having a security card will need to enter through the front doors. There is no card needed to exit the building from any door at any time.

Do not loan your card to anyone. Each card is unique and a log is maintained of the badge numbers used to access the building.

There is no charge for the first card issued. If the card should stop working please return the card and you will be issued a new card at no charge. The cards are expensive and there will be a replacement charge of \$7.00.

PAYROLL DEDUCTION AUTHORIZATION:

- I authorize the Travis Central Appraisal District to deduct \$7.00 from my payroll check for each card replaced.
- I authorize \$7.00 to be deducted from my final check if I do not return my card prior to the processing of payroll check.

Signature: _____

Date: _____

1-27-13

Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I Matthew Markert have read and understand the Personnel Policy
(please print)

Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal District Board of Directors on August 29, 2016 to be effective January 1, 2017.

[Signature] 3-10-17
Employee Signature Date

Cardholder User Agreement

You are being entrusted with a Travis CAD purchasing credit card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for Travis CAD. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission or knowledge. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Travis CAD and will strive to obtain the best value for Travis CAD. Per government purchasing requirements, Travis CAD is required to obtain the best value for all goods and services.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered a misappropriation of public funds, a felony in the state of Texas. Failure to comply with this Agreement may result in either revocation of my user privileges or other corrective action, up to and including termination.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of public funds and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use, Travis CAD shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc, from my paycheck or final paycheck.
5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The Purchasing Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Travis CAD's assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and the P-Card Administrator.
8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement each month, make any coding changes to the expenses if needed, and resolve any discrepancies by contacting my P-Card Administrator.

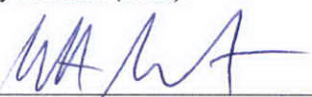
9: INFORMATION EXCHANGED BETWEEN TRAVIS CAD AND WELLS FARGO:

Information concerning your use of the Commercial Card, including details regarding each individual transaction, may be furnished by Wells Fargo to Travis CAD. Information concerning reimbursement received, employment status, and location may be furnished by Travis CAD to Wells Fargo.

10. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

MATTHEW MARKERT

Employee Name (Print)


Employee Signature


MARKM932

CEO User ID

11-16-15
Date

Emergency Response Plan Acknowledgement

I, Matthew Markart, have read the Emergency Response Plan provided to me by the Travis Central Appraisal District (TCAD) and understand the procedures outlined in the plan. I agree to abide by these procedures. I understand that it is my responsibility to adhere to evacuation directives and to alert management if I observe suspicious activity. I understand that if I have questions I should contact the finance and facilities officer.




Employee Signature

4-23-13

Date

Records Management Acknowledgement

I, Matthew Markert, have read the orientation information provided to me by the Travis Central Appraisal District (TCAD) and I have completed the video training at the Texas Office of the Attorney General Website (copy of certificate attached). I understand the information and my role as an employee of the TCAD. I understand that it is my responsibility to adhere to the requirements of the Public Information Act and to ask the Records Management Officer if I have questions.



Employee Signature

4-23-13

Date

TEXAS GOVERNMENT CODE SECTION 552.024
PUBLIC ACCESS OPTION FORM

(Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.)

Matthew R. Markert

Print Name

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access	
	No	Yes
Home Address	X	
Home Telephone Number/s	X	
Social Security Number	X	
Emergency Contact Information	X	
Information that reveals whether you have family members	X	



Signature


5-18-12

Date

Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I, **Matthew Markert**, have read and understand the Personnel Policy

Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal District Board of Directors on December 13, 2011 to be effective January 1, 2012

 3-22-12
Employee Signature Date

EMPLOYEE ACKNOWLEDGMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist or providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I may have to pay the bill if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

Signature

Date

Matthew Markert

Printed Name

Name of Employer: Travis Central Appraisal District

Name of Direct Contracting Program: **Political Subdivision Workers' Compensation Alliance (the Alliance)**

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at www.pswca.org or call your adjuster at 800-482-7276.

To be completed by the employer only

Please indicate whether this is the:

- ☐ Initial Employee Notification
☐ Injury Notification (Date of Injury: ____ / ____ / ____)

DO NOT RETURN THIS FORM TO THE TASB RISK MANAGEMENT FUND UNLESS REQUESTED.

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

TOM GRANGER
CHAIRPERSON
THEODOR TIMMERMAN
VICE CHAIRPERSON
BLANCA ZAMORA-GARCIA
SECRETARY/TREASURER



PATRICK BROWN
CHIEF APPRAISER

BOARD MEMBERS

LON BROOKS
DENNIS JONES
KRISTOFFER S. LANDS
RICHARD LAVINE
NASH MARTINEZ
ELEANOR POWELL
NELDA WELLS SPEARS

To: Matthew Markert

Re: Security Cards

As an employee of TCAD you have been issued a security card. These are proximity cards, i.e., they do not have to touch the reader, but merely have to be within two inches of the reader. The reader is located to the right (as you are entering the building) of the three entrance doors. All cards will work on all doors, but cards may be limited to certain days and times when they will work. All doors will remain locked on weekends and holidays, and will only be opened by appropriate security cards designated to work at those times. If you have questions concerning when your card will work, please contact your supervisor.

The front door is set to unlock each work day at **7:40 a.m.** and will lock at **4:45 p.m.** Both the other doors will remain locked at all times. This is an automated function, and does not require action on the part of any person. The system is on a battery backup, so it should continue to function even during a power loss. In the event that power is lost for longer than the backup works, the default position of the locks is open.

To exit the building merely requires that the crash bar be depressed. No card is needed to exit the building at any time.

Any person not having a security card will have to enter through the front doors during normal work hours.

All personnel are requested to not allow any unknown person to enter with them, and preferably not to allow anyone to enter using their security card. Each card is unique, and a log is maintained of any person using the card for access into the building.

The back and upstairs side doors have a sensor that will sound a siren if the door is held open for more than 20 seconds. The siren will stop when the door is shut. Since the front door is designed to be unlocked during business hours, it does not have an alarm.

Your card is to be returned to TCAD when you leave our employment. It will be reassigned to another employee in the future. Please take care of your card. The security cards are very durable and cannot be erased by normal use, nor should they damage your credit cards. Please do not mark or write on the card.

In the event the front door does not open or close at the appropriate time, please contact Glenn Brucks, ext 307, Paula Fugate, ext 313 or, Janice, ext 304 for assistance. Please allow five minutes leeway for errors in clocks.

Revised: 11/16/2008

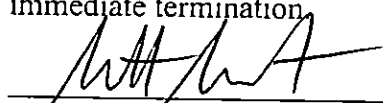
Travis Central Appraisal District

Electronic Communications and Computer Network Systems
Use Acknowledgment Form

I have read and acknowledge the terms of TCAD's Electronic Communications and Computer Network Systems Policy, and all information received from, transmitted by or stored in these systems are and will remain Travis Central Appraisal District's (TCAD's) Property. I also acknowledge that these systems are to be used only for job-related purposes (during business hours), not for personal purposes. I understand that I have no personal privacy right or any expectation of privacy in connection with any use of this equipment or with the receipt, transmission, or storage of information in TCAD's equipment.

I agree not to access a file, use a code, or retrieve any stored communication unless I am authorized to do so. Further, I agree to disclose messages or information from telephone or electronic communications systems only to authorized individuals. I acknowledge and consent to such policies and to TCAD's monitoring my use of this equipment at its discretion, at any time. TCAD's monitoring may include printing out and reading all telephone and e-mail leaving, entering, or stored in these systems. I further agree to abide by TCAD's policy prohibiting the use of telephone and electronic communication systems to transmit offensive, lewd, racist or sexist messages.

I understand that violation of this policy can lead to disciplinary action, up to and including immediate termination.



Employee Signature

Matthew R. Markert

Employee - Print Name

Witness Signature

Witness - Print name

2/17/10

Date


User Agreement

Account users fully understand that violation of any of the policies set forth may lead to disciplinary actions up to and including immediate termination. If you believe that material has been uploaded, posted, transmitted or otherwise made available on or via the TCAD network infrastructure in a manner that was not authorized by you, the user, notify and provide the violation information to your supervisor and TCAD DP staff.


IMPORTANT - READ CAREFULLY

This Network Services Policy is a legal agreement between you (an individual or account user) and TCAD for the TCAD network infrastructure identified above, which includes but is not limited to, all facilities, computing resources, software, hardware, peripheral equipment, network resources, printed material, Aonline@ or electronic documentation, data stored electronically on hard drives, floppy disks, CD ROMs and other storage media.

I agree to be bound by the terms of TCAD's Network Services Policy Manual

A handwritten signature in blue ink, appearing to be "MHA", written over a horizontal line.

Full signature

The date "2-16-10" handwritten in blue ink, positioned above a horizontal line.

Date

Travis Central Appraisal District
Data Processing Department - IT Administrators
Marya Crigler
Robin Telle
Dianne Carlson
Tawnya Blaylock



Travis Central Appraisal District
Employment Application

An Equal Opportunity, Reasonable
Accommodation Employer

Human Resources Department
P.O. Box 149012
Austin, Texas 78714-9012

Office at
8314 Cross Park Drive
Austin, Texas 78754
(512) 834-9317
www.traviscad.org

This application must be fully completed. Resumes may be accepted for whatever additional information they contain but not in place of a completed application.

Name Markert Matthew R. Date _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Social Security No _____
(Personal) (Alternate)

Would you accept Part Time Employment? ☐ Yes ☒ No Temporary Employment? ☐ Yes ☒ No

Position Applied For Land & Ag Appraiser Job Order No. 20091001

PREVIOUS EMPLOYMENT: List all employment experience. Begin with your present or last position and work back. Provide sufficient qualifying experience data. Please explain all periods of unemployment exceeding 90 days. Please indicate the number of hours per week for Part time positions held.

Under what other names have you been employed? None

May we contact: Your Present employer? ☐ Yes ☒ No Your former employer (s)? ☒ Yes ☐ No

From 04 / 2008 To Present Job Title Project Manager Salary \$42,000
(Month) (Year) (Month) (Year)

Employer Lamar Technical Services, Inc. Address 12701 Research, #306 Austin, TX 78759

Description of Work Managed jobs to conform to industry standards for PUCs. Specialized in power line design, surveying, construction & staking layout, researching & acquiring state easement documents, GIS data collection.

Reason for Leaving Interested in returning to the appraisal field

Name of Supervisor & Phone Number Jason McBurnett (512) 996-8630

From 09 / 2006 To 02 / 2008 Job Title Commercial Real Estate Appraiser Trainee Salary \$40,000
(Month) (Year) (Month) (Year)

Employer Allen, Williford, & Seale, Inc. Address 14925 Memorial Dr., #200 Houston, TX 77079

Description of Work Contacted brokers & property owners for sales research, obtained records from courthouses & online sources, inspected, photographed & mapped subject properties, composed appraisal reports.

Reason for Leaving Relocated to Austin from Houston

Name of Supervisor & Phone Number Cathy J. Loonam (281) 493-4444

From _____ To _____ Job Title _____ Salary _____
(Month) (Year) (Month) (Year)

Employer _____ Address _____

Description of Work _____

Reason for Leaving _____

Name of Supervisor & Phone Number _____

EMPLOYMENT HISTORY (CONTINUED)

From (Month)	To (Year)	Job Title	Salary
Employer		Address	
Description of Work			
Reason for Leaving			
Name of Supervisor & Phone Number			

From (Month)	To (Year)	Job Title	Salary
Employer		Address	
Description of Work			
Reason for Leaving			
Name of Supervisor & Phone Number			

From (Month)	To (Year)	Job Title	Salary
Employer		Address	
Description of Work			
Reason for Leaving			
Name of Supervisor & Phone Number			

EDUCATION AND TRAINING: A copy of your high school diploma/GED certificate may be required at time of interview.
Did you graduate from high school or receive a GED Certificate? ☐ Yes ☐ No

College, University, Trade Business or Correspondence School Completed	Applicants may be required to present proof of graduation	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School	Specialty or Major	Degree Earned/Date
Texas A&M University - College Station, TX	Communications	B.A. / May 2006

Current Licenses / Certificates / Registrations (Optional, unless required for the position for which you are now applying)

Drivers _____ Number _____ Expiration Date _____
Type _____ Number _____ Expiration Date _____
Type _____ Number _____ Expiration Date _____

Languages (Optional, unless required for the position for which you are now applying)

	Speak	Read	Write
_____	_____	_____	_____
_____	_____	_____	_____

appeal license?
NO

Equipment or office machines you operate MS Office, ArcGIS, Photoshop, Deed Plotter, various MLS

Additional experience and /or training you have had which, in your opinion, would qualify you for the position you seek.

Appraisal Institute Courses—Basic Appraisal Principals, Basic Appraisal Procedures, USPAP, Basic Income Capitalization

In the process of obtaining a Texas Real Estate License

Are you related to any member of the Board of Directors or any person now employed by the Appraisal District? Yes ☐ No ☒

(Name) (Department) (Relationship)

MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

Are you in the Active Reserve? ☐ Yes ☒ No If yes, what Branch: _____

Have you been convicted of a crime during the past ten years? ☐ Yes ☒ No

If yes, list ALL such offenses and state date, name of Court, and disposition. (You may omit minor violations for which you paid a fine of \$50 or less). *A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated along with your qualifications in relation to the job for which you are applying.*

(Optional)

Referral Source: ☐ Advertisement ☐ Walk-in ☐ Employee
☐ Government Employment Agency ☐ Internet/Website ☐ Other _____
(ie. Business School or College)
Please List

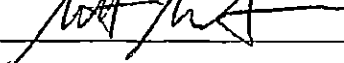
Please Read Carefully

I certify that I have made no willful misrepresentations in this application and I have not withheld information in my statements and answers to questions. I am aware that the information I have given in my application will be investigated, with my full permission, and that any misrepresentations or omissions may cause my application to be rejected, or may cause dismissal if I am hired before such misrepresentations or omissions are discovered. I am also aware that my application is subject to the Open Records Act (Article 6252-17a, V.T.C.S.), and may be released as a public document.

I understand that Travis Central Appraisal District is an at will employer, which means that employment may be terminated at any time with or without cause. I understand that no representative of the Travis Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Travis Central Appraisal District status as an at will employer.

I understand that this appointment will be at the discretion of the Supervisor concerned, subject to the approval of the Chief Appraiser. I also understand that this application is the property of the Travis Central Appraisal District and will become a part of my personnel file if I am hired.

Federal law prohibits the employment of unauthorized aliens. If hired, all persons will be required to provide documents that prove identity and employment authorization within three days of hire or in accordance with the regulations established by law. Failure to submit such proof within the required time shall result in immediate employment termination.

Signature of Applicant:  Date: 10-29-09

LAND / AGRICULTURE APPRAISER

Date: October 12, 2009

Closing Date: October 31, 2009

Division: Land/Ag

Job Title: Land/Ag Appraiser

Job Order No.: XXX

Salary: Commensurate with Qualifications and Experience. Vehicle allowance.

ESSENTIAL JOB FUNCTIONS: Will perform the functions and activities associated with the appraisal of assigned urban (commercial and residential) and rural land, as well as special valuation of agricultural and wildlife properties in compliance with generally accepted appraisal methodology, Uniform Standards of Professional Practice, and the Texas Property Tax Code. Including both office and field work, duties include inspection, data collection, market analysis, application of appropriate valuation techniques, as well as representing the Appraisal District in informal and formal protest hearings.

QUALIFICATION REQUIREMENTS:

- College degree or equivalent.
- Real estate appraisal experience.
- Must have reliable vehicular transportation, a valid Texas operator license, proof of liability insurance, and a verified, good driving record

The successful candidate should have knowledge of land development, site planning, subdivision and zoning; and be familiar with Travis County. Experience in the Texas Property Tax system a plus. State appraisal certification and/or real estate license a plus. Knowledge of farming and ranching operations a plus.

Ability to perform mathematical and statistical analysis. Ability to classify property accurately by its characteristics and to record observations. Ability to communicate effectively both orally and in writing. Ability to learn and use appraisal and office (including Excel and Word) software. Ability to work independently and with others. Ability to organize and plan work effectively. Commitment to providing exceptional public service.

THE FINAL CANDIDATE WILL BE SUBJECT TO A BACKGROUND CHECK.

Essential Physical Demands: Driving, sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs. in the office and in the field.

Environmental factors: Sedentary indoor activity during valuation and protest hearings. Walking on level and uneven terrain, as well as exposure to outdoors during fieldwork: wind, high humidity, extremes of temperature.

LAND / AGRICULTURE APPRAISER

Travis Central Appraisal District is accepting applications for the position of **Land/Agriculture Appraiser**. The employee will perform the functions and activities associated with the appraisal of assigned urban and rural land, as well as special valuation of agricultural and wildlife properties under the Texas Property Tax Code. Including both office and field work, duties include inspection, data collection, market analysis, application of appropriate valuation techniques, as well as representing the District in informal and formal protest hearings. College degree or equivalent experience required; experience in real estate appraisal required; knowledge of the Texas Property Tax system, state appraisal certification, and/or Texas real estate license a plus. The successful candidate should have agriculture and wildlife experience or knowledge.

THE FINAL CANDIDATE WILL BE SUBJECT TO A BACKGROUND CHECK.

Applicant must have reliable vehicle transportation, a valid Texas Driver's License, proof of liability insurance, and a verified good driving record. Salary to be determined by qualifications and experience. Vehicle allowance. An on-line employment application form may be completed at www.traviscad.org. Resumes and application will be accepted until October 31, 2009. **Submit application or resume to:**

Travis Central Appraisal District
Human Resources
8314 Cross Park Drive
PO Box 149012
Austin TX 78714-9012
(512) 834-9317 ext. 313

Matthew R. Markert

Experience

Lamar Technical Services, Inc., Austin, TX

April 2008 - Present

Project Manager

- Manage and complete construction work-plan jobs to improve infrastructure and conform to industry standards and guidelines for public utility companies
- Collect inventory, inspect and update power grid systems in accordance with clients' short, medium and long-term goals
- Specialize in power line design, surveying, construction staking and layout, researching and acquiring state easements documents and GIS data collection, development and maintenance
- Generate new business prospects and maintain current clients' relationships through networking events and marketing strategies

Allen, Williford, & Seale, Inc., Houston, TX

Sept 2006 - Feb 2008

Commercial Real Estate Appraiser Trainee

- Contacted brokers and property owners for sales research
- Obtained property records from courthouses and online sources
- Created aerial and topographical maps of subject properties
- Mapped subject properties using Deed Plotter
- Inspected and photographed subject properties
- Composed reports using the three approaches to value

Education

Texas A&M University - College Station, TX

BA Communication, Psychology Minor, May 2006

Germany Study Abroad Program, Summer 2005

Appraisal Institute Courses

Basic Appraisal Principals, Basic Appraisal Procedures, USPAP, Basic Income Capitalization ✓

In the process of obtaining a Texas Real Estate License

Skills

- Strengthened knowledge of computer software (MS Office, ArcGIS, Photoshop, Deed Plotter, various MLS)
- Improved employee intangibles and efficiency in areas of leadership, communication skills and multi-tasking

Matt

ski trip
Jan 4-9

Court testimony - No
Excel / Word

Statistics, modeling? Not so much
wrote apples vs license?

travels a lot - likes Austin

Row & Eminent domain mostly. (most vacant)

subd in Ariz, NM. -

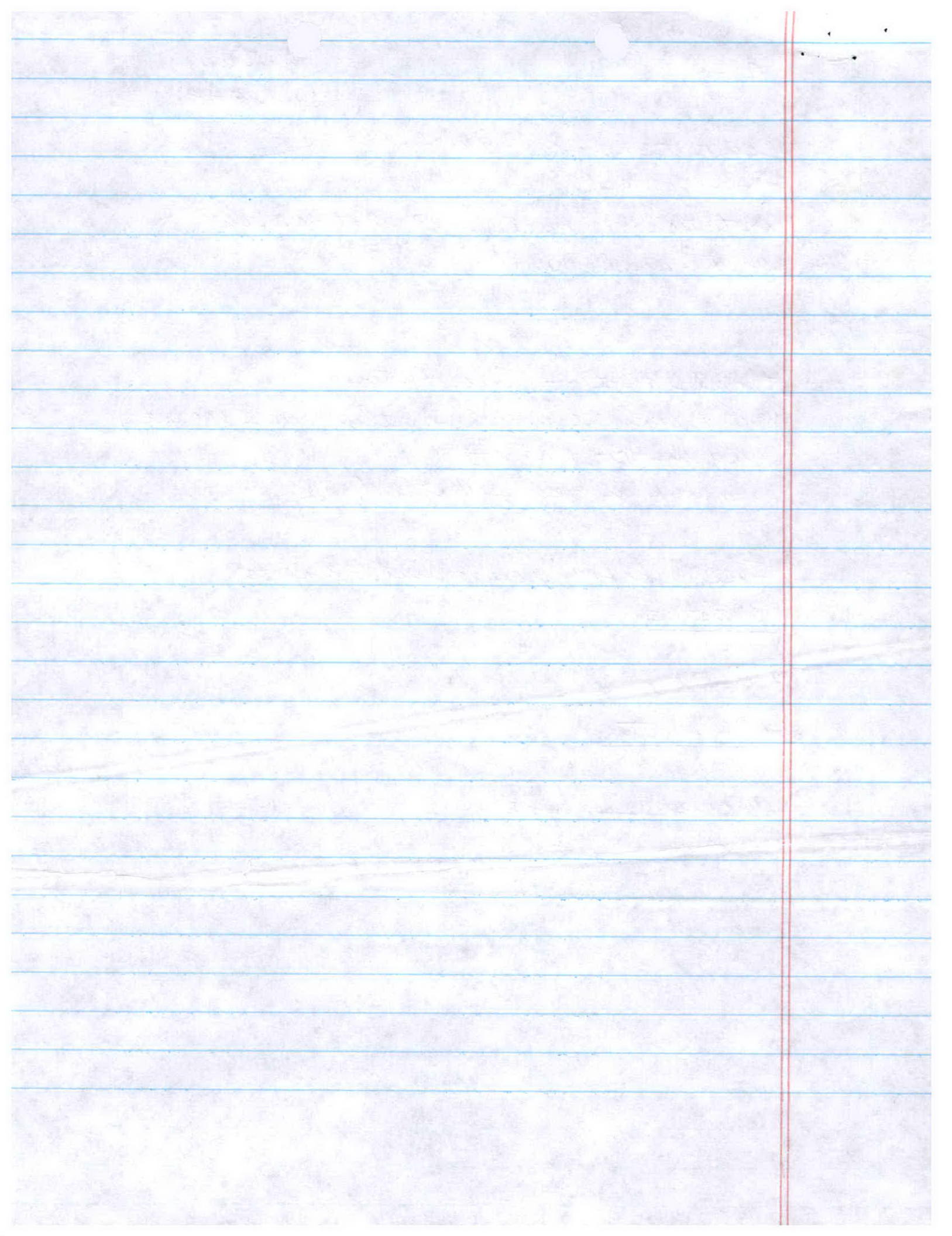
Some wk in Abu - Metro track

Excel - do know how to build sheets

Statistics

Job security

2wk notice reqnt



TRAVIS CENTRAL APPRAISAL DISTRICT

ANNUAL EMPLOYEE PERFORMANCE EVALUATION			
Name	Matthew Markert	Date	12/11/2017
Position	Commercial Appraiser	Division	Commercial
Reviewer	Lonnie Hendry/Jeff Gore	Review Period	Nov 1, 2016 to Oct 31, 2017
Employee Signature		Date	

RATING SCALE	Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Exceptional – infrequent, far exceeds expectations					
Exceeds Expectations – consistently demonstrates a high level of work performance, regularly exceeds goals					
Meets Expectations – consistently fulfills expectations and may at times exceed expectations					
Needs Improvement – performance does not consistently meet expectations and requires a plan for improvement					
Unsatisfactory – consistently below expectations; requires a performance improvement plan establishing timelines and goals					

Field Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew values the office portfolio and has done an incredible job of appraising at market value and being able to support them throughout the protest process. His ability to translate market data into reliable and supportable values is unparalleled in the commercial department and our industry. Matt sees patterns and trends within the data that not many others can see. His results speak for themselves and I am always confident in the integrity of his work product.					
Hearings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew orchestrates the compilation of the annual commercial evidence packet. He takes everyone's portfolio data and formats it into a uniform, professional presentation. We have received compliments and kudos from the Travis County Commissioner's, the Mayor's office and the TCAD BOD for the superior quality of our evidence packet. Matthew plays a large role in creating that industry leading document.					
Ability to apply job knowledge and skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In addition to valuing the office portfolio, I asked Matthew to assist me with a review of the industrial portfolio in 2017. Matthew and I reworked the income proformas for the industrial portfolio and made them more reflective of the market. Matt's ability to use his knowledge and skills helped created a better industrial product in 2017.					
Use available tools effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew has continued to refine his craft through both formal and informal education. Matthew passed the CAE case study exam in 2017 and is currently working on his written appraisal report in order to obtain the CAE designation. Matthew completed the required course work and exam to obtain his realtor license further expanding his knowledge and understanding of all sides of the real estate business.					
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
He is extremely reliable and we can count on him to help ensure our departmental success.					


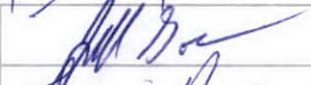
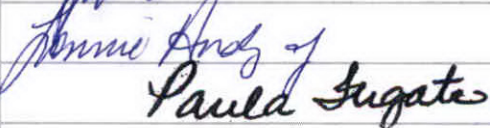
ANNUAL EMPLOYEE PERFORMANCE EVALUATION

Name	Matthew Markert	Date	12/11/2017
Position	Commercial Appraiser	Division	Commercial
Reviewer	Lonnie Hendry/Jeff Gore	Review Period	Nov 1, 2016 to Oct 31, 2017
Employee Signature		Date	

RATING SCALE**Exceptional** – infrequent, far exceeds expectations**Exceeds Expectations** – consistently demonstrates a high level of work performance, regularly exceeds goals**Meets Expectations** – consistently fulfills expectations and may at times exceed expectations**Needs Improvement** – performance does not consistently meet expectations and requires a plan for improvement**Unsatisfactory** – consistently below expectations; requires a performance improvement plan establishing timelines and goals**Exceptional****Exceeds
Expectations****Meets
Expectations****Needs
Improvement****Unsatisfactory****Attendance & Punctuality**☒ ☐ ☐ ☐ ☐

Matthew had perfect attendance.

Follows Instructions and Observes Policies & Procedures☐ ☐ ☒ ☐ ☐**OVERALL RATING**☒ ☐ ☐ ☐ ☐**GOALS**Refine the retail portfolio like he did the industrial portfolio in 2017
Complete his demonstration appraisal to earn his CAE designation in 2018.**EMPLOYEE COMMENTS****VERIFICATION OF REVIEW**

Signature:		Date 12-11-17
Manager		12-11-17
Director		12-11-17
Human Resource Director		DEC 20 2017
Deputy Chief of Appraisal		
Chief Appraiser		



Travis Central Appraisal District Equipment Receipt and Agreement

Last Name: Markert First Name: Matthew Dept: Commercial

I acknowledge receipt of the Following Equipment:

TCAD Asset Tag #	Model#	Description	Serial #	Disposition	Police Report Number	TCAD Reimbursement Verification
534054	MH2M2LL/A	iPad Air2 Wi-Fi Cellular, 64 GB, Black	DMPS8KA2G5YP			

I understand that I am responsible for the equipment listed above, and that the equipment, the case, the battery charger and any other accessories are issued with the understanding that they will be used only in the conduct of the business of TCAD. I agree not to use, or allow others to use any assigned equipment for any purpose other than that directed by TCAD. I also agree to safeguard the equipment and not leave it unattended. I will promptly report any stolen equipment to TCAD and the police. I will submit my own written account of the circumstances surrounding the theft as well as the police report number to TCAD. TCAD may determine the circumstances surrounding the loss are such that a reduced replacement fee totaling 50% of the market value of the equipment for the first occurrence of any such theft may apply. Upon the occurrence of a second theft, TCAD may determine that the circumstances surrounding the loss are such that a full replacement fee will apply, totaling 100% of the market value of the equipment. ***I understand that my failure to provide a police report number or any written report to TCAD within 15 days of the theft, or my disregard for TCAD's policies regarding safeguarding the equipment will subject me to paying the full replacement cost of the equipment. Loss of equipment and/or accessories for any reason other than theft will subject me to paying the full replacement cost at the current market value.***

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Department Manager and/or IT Director must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
- iPads that are believed to be stolen can be tracked through security software.

I understand that if the equipment and accessories are damaged or are not in working condition, I will notify my immediate supervisor, immediately, so the equipment can be repaired or replaced. In the event of damage due to negligence or misuse, I agree to pay any repair or replacement costs necessary to repair or replace the equipment and/or accessories.

I understand that while the equipment and accessories are in TCAD offices they must be stored as directed. Theft of improperly stored equipment and/or accessories will be subject to the same financial penalties outlined in the first paragraph.

I hereby instruct and authorize TCAD to deduct from my biweekly paycheck any amount necessary to meet the obligations stated in this agreement. I also agree to pay to the TCAD any funds due, but not collected via payroll deduction.

I understand that should I loan the assigned equipment to another employee, I am still responsible for damage, loss or theft to the equipment.

I agree to return all equipment to TCAD at termination of employment, or at any time as instructed by TCAD. All returned equipment must be in good working order and all serial numbers must match those issued.

Users Responsibilities

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.

Matthew Markert

- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Travis Central Appraisal District Information Technology Department. Devices must be surrendered immediately upon request by any member of IT staff or management.

Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Travis Appraisal District Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the District's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad which would violate copyright laws.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Images of other people may only be made with the permission of those in the photograph. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the District.
- Misuse of Passwords, Codes or other Unauthorized Access: Users are required to set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Defacing the iPad including the asset tag in any way is prohibited.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- iPads should not be plugged into or synced with personal (home) computers. Any data contained on TCAD iPads could be subject to Open Records requests. TCAD iPads are to be used for business purposes only.
- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with the Acceptable Use Policy.

Agreed to and signed this 10 day of November, 2016.


Employee Signature

Issued By: Tawnya L. Blaylock

Name & Title: Matthew Markert Commercial Appraiser



iPad Acceptable Use Policy

iPad Acceptable Use Policy for Travis Central Appraisal District

The policies, procedures and information within this document applies to all iPad devices used by Travis Central Appraisal District staff.

Users Responsibilities

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
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Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities for District Staff

- If an iPad is left at home or is not charged, the user remains responsible for completing all work as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete work, unless there is no other means of completion.
- Staff must not use their iPad in moving vehicles.
- Staff in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.
- In the event of any disciplinary action, the completion of all work remains the responsibility of the staff.

Safeguarding and Maintaining as a Business Tool

- iPad batteries are required to be charged and be ready to use at work or in the field. Repeated offenses will require iPads to be checked-in and checked-out on a daily basis.
- Syncing the iPads will be maintained by the IT department.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Business content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered within any manner.
- If an iPad is found unattended, it should be given to the nearest member of IT staff.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Department Manager and /or IT Manager must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
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- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

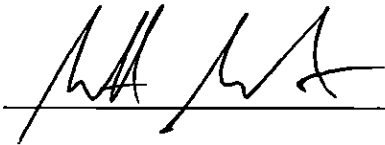
Staff must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name: **Matthew Markert**

Serial Number #: **DMPS8KA2G5YP**

Signature: _____



Date: _____

11-10-16

Staff Pledge for iPad Use

I will take good care of my iPad.
 I will never leave the iPad unattended.
 I will never lend my iPad to others.
 I will know where my iPad is at all times.
 I will charge my iPad's battery every night
 I will keep food and drinks away from my iPad since they may cause damage to the device.
 I will not disassemble any part of my iPad or attempt any repairs.
 I will protect my iPad by only carrying it whilst it is in a case.
 I will use my iPad in ways that are appropriate.
 I understand that my iPad is subject to inspection at any time without notice.
 I will only photograph people with their permission.
 I will only use the camera or the microphone when conducting business use.
 I will never share any images or movies of people in a public space on the Internet,
 I agree to abide by the statements of this iPad acceptable use policy