

TRAVIS CENTRAL APPRAISAL DISTRICT

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2020 Informal Meeting Recommendation

- **Timeline**

- Generally, the appraisal district is required to send notices of appraised value by April 1 or as soon thereafter as practicable (25.19(a)) and submit the completed appraisal records to the appraisal review board for review and determination by May 15th or as soon thereafter as practicable (25.22(a)).
- Opportunity for informal meetings with staff should occur within the general timeframe from when notices are mailed and the records are submitted to the appraisal review board and formal hearings begin.
- After the records are submitted to the appraisal review board, protests are scheduled and require 15 days advance notice; therefore, the first practical day for formal hearings is 15 days after the May 15th appraisal roll submission date.
- For 2020 the estimated available timeline for informal meetings would be between **April 1, 2020 through May 29, 2020**.
- This provides approximately **8 weeks** for informal meetings and approximately **8 weeks** for formal appraisal review board hearings.

- **Historic Informal Meetings**

Year	# Informal	Avg Chg
2005	12,912	-17%
2006	18,311	-16%
2007	20,763	-13%
2008	32,534	-13%
2009	49,006	-13%
2010	45,566	-12%
2011	50,597	-10%
2012	50,509	-11%
2013	53,157	-10%
2014	61,393	-11%
2015	66,270	-10%
2016	69,600	-10%
2017	75,460	-9%
2018	87,236	-9%

- **2020 Informal Meeting Capacity**

	Owners	Agents	
Meetings per hour	5	10	
Number of Appraisers	31	31	
Hours per day	8	8	
Number of days	12	30	
	14,880	74,400	89,280

- **Complications**

- Outside agencies, such as Austin Board of Realtors, train and advise the public to delay filing their protests until the very last day before the protest deadline and attempt to postpone or delay their hearings until the very end of the season. This strategy cannot be accommodated by the appraisal district -- everyone cannot be last.
 - Because not all protest will have been filed, advanced scheduling of informal meetings will be impracticable. CAD will need to develop an online reservation system similar to DMV. Wait times may be long depending on the demand for services each day.
 - Intensive public outreach will be required to ensure that persons wanting informals come starting April 1 so that days and capacity are not wasted.
 - Do not have capacity to have multiple informal meetings on the same property.

- **Potential percentage for management approval**

- No settlement offers can be made without documented supporting evidence.
 - Once CAD's supporting evidence packet is created the appraiser may make a settlement offer up to the evidence suggested amount with no management approval.
 - Chief Appraiser, Deputy Chiefs, Division Directors, Managers and Team Leads will determine additional circumstances and percentages for management approval on a case by case basis.
 - Implement procedures for review and oversight to ensure fair and consistent settlements to all property owners
 - Dependent upon staff knowledge and experience
 - Conflict of interest concerns

Marya Crigler, RPA
Chief Appraiser