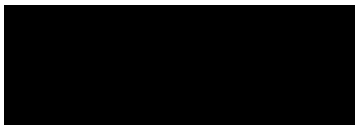


**Office of the District Judges**

Heman Marion Sweatt Courthouse  
Post Office Box 1748  
Austin, Texas 78767

May 24, 2020

Mr. William "Bill" Fields



Dear Mr. Fields,

Please accept this letter as confirmation of your resignation as the Chairperson of the Travis County Appraisal Review Board effective June 1, 2020, based on your letter of resignation dated May 20, 2020. Your last official day in this leadership role will be on May 31, 2020, but you will continue to a member of TARB for the remainder of your current term. We have forwarded this information regarding your resignation to the Board of Directors and the Taxpayer Liaison with the Travis Central Appraisal District.

Thank you for your service during this difficult time in our nation's history and the best of luck to you in the future.

Very truly yours,

Tim Sulak  
Local Administrative Judge  
Travis County, Texas

cc: File Copy

May 20, 2020

Dear Judge Sulac,

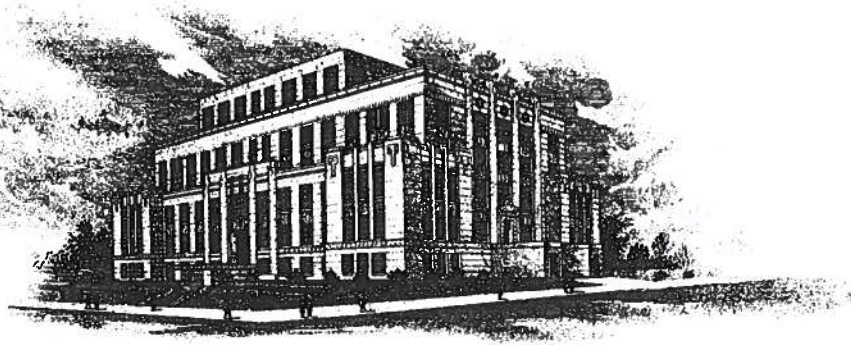
The purpose of this letter is to render my resignation as Travis Appraisal Review Board Chairperson effective June 1, 2020. It has been an honor to serve as Chairperson, TARB, for the last five months and as an ARB member for nearly 5 1/2 years. I am withdrawing from the ARB Chair but not the ARB. I do not regret my time as Chair but believe my staying on will adversely hamper the performance of the ARB. I recommend Mr. Storey Cordell as my replacement. I would like to talk to you about this action in person or by phone.

Thank you for giving me the opportunity to be ARB Chair.

Sincerely,



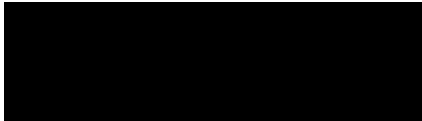
William J. Fields



**Office of the District Judges**  
Heman Marion Sweatt Courthouse  
Post Office Box 1748  
Austin, Texas 78767

May 24, 2020

Mr. Bonner Cordelle



Dear Mr. Cordelle,

Congratulations! You have been appointed as the Chair for the Travis Appraisal Review Board (TARB) effective June 1, 2020 for calendar year 2020. Thank you for your continued commitment to the important work of the TARB and I wish you the best of luck in your new role. If you have any questions about the appointment process, you are welcome to contact me or Ms. Peg Liedtke at 512/854-9300.

Best Regards,

A handwritten signature in blue ink, appearing to read "Tim Sulak".

Tim Sulak  
Local Administrative Judge  
Travis County, Texas

*Attachment – TARB Chair Job Description*

*cc: Mr. Martin Wilbanks, Taxpayer Liaison  
Ms. Teresa Gaines, Vice-Chair, TARB  
Ms. Sara J. Becker, Secretary, TARB*

## **Chair Travis County Appraisal Review Board**

### **Job Summary**

- **Oversee Operations of the Appraisal Review Board (ARB) in Compliance with Texas Property Tax Code (TPTC)**
- **Manage Officers and Members of the ARB**
- **Serve as Board Liaison to ARB Attorney/Legal Counsel**
- **Develop Infrastructure for Processes and Procedures, Ensuring Compliance with Texas Property Tax Code, Local Government Code, Texas Public Information Act, Texas Open Meeting Act and Travis Appraisal Review Board Policies and Procedures**

### **Responsibilities and Duties**

**Manage and Direct the Work Assignments of the Secretary and Other Board Officers**

**Appoint Committees as Necessary in Accordance with the ARB Policies and Procedures**

- **Review/Update ARB Policies and Scripts as Necessary or Due to Legislative Changes**
- **Oversee In-House Board Training for New Members and Annual Training Session by the ARB Attorney**

**Prepare Annual Calendar for ARB Training, Hearings and Meetings**

- **Manage Member Registration for Appropriate Section of Comptroller Training**
- **Secures Meeting Location, Prepare Agenda Posting in Accordance with Texas Open Meeting Act, Notify Members**
- **Maintain Minutes from Meetings in Accordance with Open Meetings Act**

**Responsible for Annual Review of all Correspondence from the ARB for Content and Compliance**

**Create Policies, When Necessary**

**Assign and Prepare Work Assignments e.g. Panel Assignments, Committee Assignments, etc.**

**Review Protest Submission for Deadline Compliance under the Texas Property Tax Code**

**Schedule Protest Hearings for Agents and Individual Property Owners to Meet Certification of the Rolls by the Prescribed Date Set in Accordance with the Texas Property Tax Code**

**Respond to Property Owner/Agent Inquiries and Hearing Reschedule Requests**

**Respond to Public Information Requests in Compliance with the Public Information Act**

**Provide Report to Appraisal District Board of Directors for Scheduled Meetings**

## **Qualifications and Skills**

**High Level of Understanding of the Texas Property Tax Code and the Delegation of Authority to Various Entities**

**Ability to Work Independently**

**Leadership and Time Management Skills**

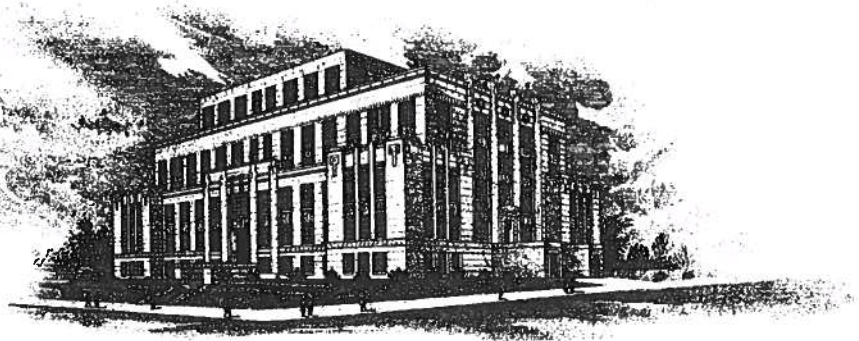
**Detail-oriented with Excellent Organization Skills, the Ability to Handle Multiple Projects**

**Must Demonstrate Excellent Interpersonal Skills, Working Effectively with a Wide Range of Professional Staff and Property Owners**

**Ability to Employ Critical Thinking Skills to Make Sound Judgments and Decisions, as well as Assimilate Information and Draw Appropriate Conclusions**

**Ability to Handle Sensitive and Confidential Material**

**Proficiency Using Software such as Microsoft Windows 10, Word, Access, and Excel. Ability to Acquire Additional Computer Skills**



**Office of the District Judges**

Heman Marion Sweatt Courthouse  
Post Office Box 1748  
Austin, Texas 78767

May 24, 2020

Travis Central Appraisal District  
Attn: Board of Directors  
8314 Cross Park Drive  
Austin, Texas 78754

Dear Board of Directors,

Under my authority as the Travis County Local Administrative Judge, I accepted the resignation of Mr. William "Bill" Fields as the Travis Appraisal Review Board (TARB) Chairperson for calendar year 2020. His last day in this leadership role will be on May 31, 2020, but he will continue to be a member of the TARB.

Effective June 1, 2020, Mr. Storey "Bonner" Cordelle has been appointed to replace Mr. Fields as the Travis Appraisal Review Board (TARB) Chairperson for the remainder of calendar year 2020. If you have any questions, you are welcome to contact me or Ms. Peg Liedtke at 512/854-9300.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Tim Sulak".

Tim Sulak  
Local Administrative Judge  
Travis County, Texas

*cc: Mr. Martin Wilbanks, Taxpayer Liaison*