

# Travis Central Appraisal District



Board of Director's Meeting  
December 12, 2022  
11:30 a.m.

# TRAVIS CENTRAL APPRAISAL DISTRICT

## BOARD OFFICERS

JAMES VALADEZ  
CHAIRPERSON  
THERESA BASTIAN  
VICE CHAIRPERSON  
NICOLE CONLEY  
SECRETARY/TREASURER



MARYA CRIGLER  
CHIEF APPRAISER

## BOARD MEMBERS

TOM BUCKLE  
DEBORAH CARTWRIGHT  
BRUCE ELFANT  
VIVEK KULKARNI  
ELIZABETH MONTOYA  
FELIPE ULLOA  
BLANCA ZAMORA-GARCIA

850 East Anderson Lane, Austin, Texas 78752

A live audio stream will be provided as a courtesy at [traviscad.org/boardmeetings](http://traviscad.org/boardmeetings)

## AGENDA

### REGULAR MEETING- MONDAY, DECEMBER 12, 2022- 11:30 a.m.

1. CALL TO ORDER
2. ESTABLISHMENT OF QUORUM
3. CITIZENS COMMUNICATION - Public comment will only be allowed in person. All public comment will occur at the beginning of the meeting starting at 11:30 am. To speak at this meeting, persons must register online at [traviscad.org/speakerregistration](http://traviscad.org/speakerregistration) no later than 30 minutes prior to the meeting start time.
4. CONSENT AGENDA – These items may be acted upon by one motion. No separate discussion or vote on any of the items will be had unless requested by a Board member.
  - a. APPROVAL OF THE MINUTES OF THE AUGUST 30, 2022, WORK SESSION
  - b. APPROVAL OF THE MINUTES OF THE SEPTEMBER 1, 2022, PUBLIC HEARING
  - c. APPROVAL OF THE MINUTES OF THE SEPTEMBER 1, 2022, REGULAR MEETING
5. REGULAR AGENDA
  - a. DISCUSSION AND POSSIBLE ACTION ON CHIEF APPRAISER REPORT TO INCLUDE RANSOMWARE CYBERATTACK AND PERSONNEL UPDATE REPORT
  - b. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM PLAN AGREEMENT FOR PLAN YEAR 2023 TO INCLUDE COST OF LIVING ADJUSTMENT FOR RETIREES
  - c. DISCUSSION AND POSSIBLE ACTION ON FISCAL YEAR 2022 BUDGET AMENDMENT
  - d. DISCUSSION AND POSSIBLE ACTION ON THE NUMBER OF APPRAISAL REVIEW BOARD MEMBERS FOR 2023
  - e. DISCUSSION AND POSSIBLE ACTION ON JOB POSTING FOR TAXPAYER LIAISON OFFICER
  - f. ADJOURNMENT

**THE BOARD MAY MEETING IN EXECUTIVE SESSION TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC 551.001 *et seq* [THE TEXAS OPEN MEETINGS 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, evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser or other public officer or employee or to hear a complaint or charge
- SEC 551.076** Deliberations regarding security devices

*The Travis Central Appraisal District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communication will be provided upon request. Please email [bod@tcadcentral.org](mailto:bod@tcadcentral.org) for information. For a sign language interpreter, please call 48 hours prior to the meeting.*

**CERTIFICATE OF POSTING**

I, Leana Mann, Deputy Chief Appraiser of the Travis Central Appraisal District, do hereby certify that on the 8<sup>th</sup> day of December 2022, by 10 o'clock AM this Notice of Meeting was posted at the district's offices, located at 850 East Anderson Lane, Austin, Texas 78752. This Notice of Meeting was posted in a place readily accessible to the general public at all times for 72 continuous hours prior to the meeting, filed with the Travis County Clerk for posting by the Clerk at the Travis County Courthouse, and posted on the district's website.

By: Leana H. Mann  
Printed Name: Leana H. Mann  
Title: Deputy Chief Appraiser

# CONSENT AGENDA

**4A**

# **CONSENT AGENDA**

# TRAVIS CENTRAL APPRAISAL DISTRICT

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ELIZABETH MONTOYA  
FELIPE ULLOA  
BLANCA ZAMORA-GARCIA

## TCAD - BOARD OF DIRECTORS MINUTES OF THE AUGUST 30, 2022 WORK SESSION

### 1. Call to order

Meeting called to order by James Valadez at 11:30 a.m. on August 30, 2022.

### 2. Establishment of Quorum

James Valadez, Chairperson	Travis County	Present
Theresa Bastian, Vice Chairperson	Austin ISD	Present
Nicole Conley, Secretary	City of Austin	Present
Tom Buckle	West Travis County	Present- Late
Elizabeth Montoya	East Travis County	Present
Debbie Cartwright	Austin ISD	Present
Vivek Kulkarni	Travis County	Absent
Felipe Ulloa	Austin ISD/City of Austin	Absent
Blanca Zamora-Garcia	City of Austin	Present
Bruce Elfant	Travis Co. Tax Assessor-Collector (Non-voting)	Absent

Also present were Marya Crigler, Chief Appraiser, Leana Mann, Deputy Chief Appraiser, and Dustin Banks, In-house Counsel.

### 3. Work Session on Districts 2023/2024 Reappraisal Plan to include possible direction to staff on reappraisal directives. The Board of Directors will not make any final decisions regarding the 2023/2024 Reappraisal Plan at this meeting.

Members of the Board heard from Marya Crigler, Chief Appraiser and Leana Mann, Deputy Chief of Operations. Members of the Board discussed the proposed 2022 budget.

**RESULT: DISCUSSED**

### 4. Adjournment

**MOTION:** Adjourn meeting at 11:55 AM

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** James Valadez

**AYES:** James Valadez, Nicole Conley, Theresa Bastian, Blanca Zamora-Garcia, Debbie Cartwright Elizabeth Montoya, Tom Buckle

**ABSENT:** Bruce Elfant, Felipe Ulloa, Vivek Kulkarni

Respectfully submitted,

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Nicole Conley, Secretary

Approved:

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James Valadez, Chairperson

**4B**

# **CONSENT AGENDA**



# TRAVIS CENTRAL APPRAISAL DISTRICT

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 SECRETARY/TREASURER



MARYA CRIGLER  
 CHIEF APPRAISER

**BOARD MEMBERS**  
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 BRUCE ELFANT  
 VIVEK KULKARNI  
 ELIZABETH MONTOYA  
 FELIPE ULLOA  
 BLANCA ZAMORA-GARCIA

## TCAD - BOARD OF DIRECTORS MINUTES OF THE SEPTEMBER 1, 2022 PUBLIC HEARING

### 1. Call to order

Meeting called to order by James Valadez at 11:41 a.m. on September 1, 2022.

### 2. Establishment of Quorum

James Valadez, Chairperson	Travis County	Present
Theresa Bastian, Vice Chairperson	Austin ISD	Absent
Nicole Conley, Secretary	City of Austin	Present
Tom Buckle	West Travis County	Present
Elizabeth Montoya	East Travis County	Present
Debbie Cartwright	Austin ISD	Present
Vivek Kulkarni	Travis County	Present
Felipe Ulloa	Austin ISD/City of Austin	Absent
Blanca Zamora-Garcia	City of Austin	Present
Bruce Elfant	Travis Co. Tax Assessor-Collector (Non-voting)	Absent

Also present were Marya Crigler, Chief Appraiser, Leana Mann, Deputy Chief Appraiser, and Dustin Banks, In-house Counsel.

### 3. Citizens Communication

#### 4. Public Hearing on proposed 2023/2024 Travis Central Appraisal District Budget

- a. Open Public Hearing
- b. Receive public comment on 2023 proposed budget
- c. Close Public Hearing

RESULT: NOT DISCUSSED- No citizens signed up to discuss the item.

#### 5. Public Hearing on proposed 2023/2024 Travis Central Appraisal District Reappraisal Plan

- a. Open Public Hearing
- b. Receive public comment on 2023 proposed budget
- c. Close Public Hearing

RESULT: NOT DISCUSSED- No citizens signed up to discuss the item.

**6. Adjournment**

**MOTION:** Adjourn meeting at 11:42 AM  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** James Valadez

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Debbie Cartwright, Elizabeth Montoya, Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian

Respectfully submitted,

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Nicole Conley, Secretary

Approved:

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James Valadez, Chairperson

**4C**

# **CONSENT AGENDA**

# TRAVIS CENTRAL APPRAISAL DISTRICT

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MARYA CRIGLER  
 CHIEF APPRAISER

**BOARD MEMBERS**  
 TOM BUCKLE  
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 BRUCE ELFANT  
 VIVEK KULKARNI  
 ELIZABETH MONTOYA  
 FELIPE ULLOA  
 BLANCA ZAMORA-GARCIA

## TCAD - BOARD OF DIRECTORS MINUTES OF THE SEPTEMBER 1, 2022 MEETING

### 1. Call to order

Meeting called to order by James Valadez at 11:45 a.m. on September 1, 2022.

### 2. Establishment of Quorum

James Valadez, Chairperson	Travis County	Present
Theresa Bastian, Vice Chairperson	Austin ISD	Absent
Nicole Conley, Secretary	City of Austin	Present
Tom Buckle	West Travis County	Present
Elizabeth Montoya	East Travis County	Present
Deborah Cartwright	Austin ISD	Present
Vivek Kulkarni	Travis County	Present
Felipe Ulloa	Austin ISD/City of Austin	Absent
Blanca Zamora-Garcia	City of Austin	Present
Bruce Elfant	Travis Co. Tax Assessor-Collector (Non-voting)	Absent

Also present were Marya Crigler, Chief Appraiser, Leana Mann, Deputy Chief Appraiser, and Dustin Banks, In-house Counsel.

### 3. Citizens Communication

Scott Trimm

### 4. Consent Agenda

- a. APPROVAL OF THE MINUTES OF THE June 7, 2022 MEETING
- b. SECTION 25.25B REPORT
- c. ACCOUNTING STATEMENTS
- d. PERSONNEL REPORT

**MOTION:** Approve consent agenda

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Deborah Cartwright

**SECONDER:** Blanca Zamora-Garcia

**AYES:** James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya, Tom Buckle, Vivek Kulkarni

**ABSENT:** Bruce Elfant, Felipe Ulloa, Theresa Bastian

**5A. Discussion and possible action on appointment of Ag Advisory Board Member.**

**MOTION:** Approve AG Advisory Board Member Tim Van Ackeren  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Tom Buckle **SECONDER:** Blanca Zamora-Garcia

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya  
Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian

**5B. Discussion and possible action on Taxpayer Liaison Report.**

**RESULT:** **DISCUSSED**

**5C. Discussion and possible action on ARB Chairman Report.**

Members of the board heard from: Craig Phifer, ARB Chairman

**RESULT:** **DISCUSSED**

**5D. Discussion and possible action on Chief Appraiser Report to include: 2022 Protest Season, Certification Status, 2023 field work and Taxpayer Outreach Programs.**

**RESULT:** **Moved after Executive Session**

**5E. Discussion and possible action on 2022 proposed budget.**

Members of the board heard from: Marya Crigler, Chief Appraiser

**MOTION:** Approve 2023 Fiscal Year Budget  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Deborah Cartwright **SECONDER:** Nicole Conley

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya  
Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian

**5F. Discussion and possible action on 2023/2024 Reappraisal Plan.**

Members of the board heard from: Marya Crigler, Chief Appraiser

**MOTION:** Approve 2023/2024 Reappraisal Plan  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Tom Buckle **SECONDER:** Vivek Kulkarni

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya  
Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian

**5G. Discussion and possible action on contract with Cyclomedia for street level imagery.**

Members of the board heard from: Marya Crigler, Chief Appraiser and Leana Mann, Deputy Chief Appraiser

**MOTION:** Approve the contract with Cyclomedia  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Blanca Zamora-Garcia **SECONDER:** Tom Buckle

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya  
Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian

At 12:54 PM the Board moved to executive session; TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 et sec [THE TEXAS OPEN MEETING ACT] INCLUDING:

- SEC. 551.071 Discussion on appeals under Section 42.02, Texas Property Tax Code (*Item 5I*)
- SEC. 551.072 Deliberations regarding real property (*Item 5H*)

At 1:28 PM, the Board resumed the public session and returned to Item 5H.

**5H. Discussion and possible action on conveyance of real property.**

**MOTION:** Move to approve and accept the revised terms of the contract offer to TCAD regarding the real property at 8314 Cross Park Drive and 2304 Forbes Drive, and for a closing to occur no later than September 16, 2022, in order to defray the debt service cost on TCAD's new building at 850 East Anderson Lane.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Nicole Conley **SECONDER:** Elizabeth Montoya

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian, Tom Buckle

**5I. Discussion and possible action on authorization of appeals under Section 42.02, Texas Property Tax Code.**

**MOTION:** Approve the Chief Appraiser to file suit on the listed properties discussed in Executive Session. [*List of properties included as Exhibit A*]  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Deborah Cartwright **SECONDER:** Vivek Kulkarni

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Deborah Cartwright, Elizabeth Montoya  
Tom Buckle, Vivek Kulkarni

ABSENT: Bruce Elfant, Felipe Ulloa, Theresa Bastian, Tom Buckle

**5D. Discussion and possible action on Chief Appraiser Report to include: 2022 Protest Season, Certification Status, 2023 field work and Taxpayer Outreach Programs.**

Members of the board heard from: Marya Crigler, Chief Appraiser and Leana Mann, Deputy Chief Appraiser

**RESULT: DISCUSSED**

**5J. Discussion and possible action to add items to future agendas.**

*Note: The following items were noted as items for upcoming board meetings or items requested by a board member be added to the next agenda:*

- *Discussion with Attorney regarding Board of Directors roles and responsibilities.*

**5K. Adjournment**

**MOTION:** Adjourn meeting at 1:33 PM

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Nicole Conley      **SECONDER:** Blanca Zamora-Garcia

AYES: James Valadez, Nicole Conley, Blanca Zamora-Garcia, Elizabeth Montoya, Vivek Kulkarni

ABSENT: Bruce Elfant, Deborah Cartwright, Felipe Ulloa, Theresa Bastian, Tom Buckle

Respectfully submitted,

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Nicole Conley, Secretary

Approved:

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James Valadez, Chairperson

# TRAVIS CENTRAL APPRAISAL DISTRICT

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## AUTHORIZATION AND APPROVAL TO FILE SUIT PURSUANT TO CHAPTER 42.02 OF THE TEXAS PROPERTY TAX CODE

The Travis Central Appraisal District Board of Directors hereby approves and grants authority to the Chief Appraiser, Marya Crigler, to file suit on the following accounts:

1. Property Identification No. (PID) 236459, with property description LOT 2, SUMMERCREST., owner 622 Morrow LP.
2. PID 191606, with property description LOT 1-8 LESS SW TRI OF LOT 1 & VAC ALLEY BLOCK 011 ORIGINAL CITY, owner Waller Creek Eleven, Ltd.
3. PID 192836, with property description 2.1850A OF LOT 2 SAN JACINTO CENTER, owner SHR FS Austin, LLC.
4. PID 351855, with property description ABS 24 DELVALLE S ACR. 8.030, owner Texas Disposal Systems Landfill, Inc.
5. PID 351854, with property description ABS 24 DELVALLE S ACR. 8.03, owner Texas Disposal Systems Landfill, Inc.
6. PID 351869, with property description ABS 24 DELVALLE S ACR 8.03, owner Texas Disposal Systems Landfill, Inc.
7. PID 351870, with property description ABS 24 DELVALLE S ACR 8.03, owner Texas Disposal Systems Landfill, Inc.
8. PID 352532, with property description ABS 24 DELVALLE S ACR 732.6300, owner Texas Disposal Systems Landfill, Inc.
9. PID 936819, with property description ABS 24 DELVALLE S ACR 1.7720, owner Texas Disposal Systems Landfill, Inc.
10. PID 351835, with property description ABS 24 DELVALLE S ACR 9.8310, owner Texas Disposal Systems Landfill, Inc.
11. PID 382570, with property description ABS 24 DELVALLE S ACR 8.3328, owner Texas Disposal Systems Landfill, Inc.



12. PID 351858, with property description ABS 24 DELVALLE S ACR 39.430, owner Texas Disposal Systems Landfill, Inc.
13. PID 825919, with property description ABS 24 DELVALLE S ACR 1.004, owner Texas Disposal Systems Landfill, Inc.
14. PID 825923, with property description ABS 24 DELVALLE S ACR 24.668, owner Texas Disposal Systems Landfill, Inc.
15. PID 825918, with property description ABS 24 DELVALLE S ACR 28.504 TITLE CANCELLED TO REAL ESTATE, owner Texas Disposal Systems Landfill, Inc.
16. PID 351839, with property description ABS 24 DELVALLE S ACR 62.3700, owner Texas Disposal Systems Landfill, Inc.
17. PID 374038, with property description 17AC OF LOT 1 CLOVER HILL (1-D-1), owner Texas Disposal Systems Landfill, Inc.
18. PID 352541, with property description LOT 2 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.
19. PID 352536, with property description LOT 7 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.
20. PID 352540, with property description LOT 3 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.
21. PID 352539, with property description LOT 4 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.
22. PID 351863, with property description ABS 24 DELVALLE S ACR 219.1278, owner Texas Disposal Systems Landfill, Inc.
23. PID 352534, with property description ABS 24 DELVALLE S ACR 368.0900, owner Texas Disposal Systems Landfill, Inc.
24. PID 351856, with property description ABS 24 DELVALLE S ACR 58.470, owner Texas Disposal Systems Landfill, Inc.
25. PID 351864, with property description ABS 24 DELVALLE S ACR 20.0346, owner Texas Disposal Systems Landfill, Inc.
26. PID 352531, with property description ABS 24 DELVALLE S ACR 32.9743, owner Texas Disposal Systems Landfill, Inc.
27. PID 352537, with property description LOT 6 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.

28. PID 352538, with property description LOT 5 CLOVER HILL, owner Texas Disposal Systems Landfill, Inc.

PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT on the 1st day of September 2022.

This authorization to file suit is given to ensure that a decision in appeal 03-20-00122-CV Travis Central Appraisal District v. Texas Disposal Systems Landfill, Inc. does not affect the grant of authority by this Board to the Chief Appraiser to file an appeal on the above accounts. This authorization does not rescind, supersede, or modify the resolution dated May 30, 2017 which grants the Chief Appraiser authorization to file suits as the Chief Appraiser determines appropriate.

Attest:

By: *Nicole Conley*  
Nicole Conley  
Board Secretary/Treasurer

Travis Central Appraisal District

By: *J-V-*  
James Valadez  
Board Chairperson

# REGULAR AGENDA

**5A**

**REGULAR AGENDA**

<b>Personnel Changes:</b>				
<b>Name</b>	<b>Action</b>	<b>Date</b>	<b>Job Title</b>	<b>Division</b>
Monica Chacon	Separation	09/09/2022	Director of Residential	Residential
Russell Ledbetter	Promotion	09/09/2022	Director of Residential	Residential
Kiara Walker	New Hire	09/13/2022	Exemptions Clerk	Customer Service
Jazmin Gonzalez	Promotion	09/23/2022	Residential Manager	Residential
Nickolas Fritz	Promotion	09/23/2022	Residential Team Lead	Residential
Zachary Dye	Promotion	09/23/2022	Asst Director of Residential	Residential
Sebastian Esser	New Hire	09/26/2022	BPP Appraiser	Commercial
Rachel Frey	New Hire	09/26/2022	GIS Technician	GIS
Casey Toungeate	Transfer	10/07/2022	Maintenance Assistant	Administration
Catie Lee	Promotion	10/07/2022	Customer Service Manager	Customer Service
Nikeya Lawlor	Job Change	10/07/2022	Exemptions Team Lead	Customer Service
Ashlyn Candelas	Promotion	10/07/2022	Appraisal Support Team Lead	Appraisal Support
Sterling Brittner	Transfer	10/07/2022	Deed Clerk	GIS
Sarah Baumann	Separation	10/27/2022	Exemptions Clerk	Customer Service
Adam Morales	Promotion	10/28/2022	Residential Team Lead	Residential
Daniel Mazziotti	Promotion	10/28/2022	Special Valuation Manager	Residential
Benito Mancillas	Separation	11/04/2022	Residential Appraiser	Residential
Kristal Hite	Transfer	11/04/2022	Exemptions Clerk	Customer Service
Adrianna Easterling	Transfer	11/04/2022	Residential Appraiser	Residential
Shalanda Gray	New Hire	11/07/2022	Appraisal Support Clerk	Appraisal Support
Janice Ross	New Hire	11/07/2022	Residential Appraiser	Residential
Joshua Townley	New Hire	11/07/2022	Residential Appraiser	Residential
Krystal Hawes	New Hire	11/07/2022	Customer Service Rep	Customer Service
Brandon Alumbaugh	New Hire	11/14/2022	Residential Appraiser	Residential
Alexis Young	Separation	11/15/2022	IT Manager	IT
Teony Payne	Separation	11/18/2022	Customer Service Rep	Customer Service
Krystal Hawes	Separation	11/22/2022	Customer Service Rep	Customer Service
Nicholas Brand	New Hire	11/28/2022	Residential Appraiser	Residential
Amy Wongkamolsersh	New Hire	11/28/2022	GIS Technician	GIS
Alexius Zenge	New Hire	11/28/2022	Appraisal Support Clerk	Appraisal Support
Jonathan Marchman	New Hire	11/30/2022	Residential Appraiser	Residential
Ruben Castillo	New Hire	12/05/2022	Appraisal Support Clerk	Appraisal Support
JP Rutledge	New Hire	12/12/2022	Residential Appraiser	Residential
Mike Hoese	New Hire	12/19/2022	Residential Appraiser	Residential
Eliza Ignacio	New Hire	01/02/2023	Appraisal Support Clerk	Appraisal Support

**Current Openings:**

<b>Job Posting#</b>	<b>Date Posted</b>	<b>Position</b>	<b>Division</b>	<b># of Positions</b>
202214230	Jan-2022	Commercial Appraiser	Commercial	2
2022132201	Aug-2022	GIS Tech	GIS	1
2022132202	Aug-2022	Deed Clerk	GIS	1
2022142301	Oct-2022	Admin Comm Support	Commercial	1
2022121201	Nov-2022	Legal Assistant	Appeals	1
2022120102	Nov-2022	Litigation Appraiser	Appeals	1
Temp Service		Appraisal Support Clerk	Appraisal Support	2
Temp Service		Customer Service Rep	Customer Service	4

**5B**

**REGULAR AGENDA**



Plan Agreement for Plan Year 2023
Travis Central Appraisal District – 601
Effective as of Jan. 1, 2023

Table with 2 columns: Category and Value. Categories include Basic Plan Options, Retirement Eligibility, Optional Benefits, Retirement Plan Funding, and Total Contribution Rate.

Rates are contingent on receiving the additional employer contribution by Dec. 31, 2022.

Certification

I certify that the plan agreement for the participation of Travis Central Appraisal District in TCDRS for the 2023 plan year truly and accurately reflects the official action taken during properly posted and noticed meeting on \_\_\_\_\_ (mm/dd/yy) by the Governing Board and such action is recorded in the official minutes.

PrintedName: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PLAN CUSTOMIZER SUMMARY FOR PLAN YEAR 2023

Travis Central Appraisal District

## CURRENT PLAN AND PROPOSED PLAN(S)

	Current Plan	5% COLA
<b>Basic Plan Options</b>		
Employee Deposit Rate	7.00%	7.00%
Employer Matching	250%	250%
Application of Matching	Future Only	Future Only
Prior Service Credit	100%	100%
<b>Retirement Eligibility</b>		
Age 60 (Vesting)	10 yrs of service	10 yrs of service
Rule Of	75 yrs total age + service	75 yrs total age + service
At Any Age	30 yrs of service	30 yrs of service
<b>Optional Benefits</b>		
Partial Lump-Sum Payment at Retirement	No	No
Group Term Life	NONE	NONE
COLA	N/A	<b>5% FLAT</b>
<b>Retirement Plan Funding</b>		
Normal Cost Rate	9.43%	9.43%
UAAL/(OAAL) Rate	0.62%	0.62%
Required Rate	10.05%	10.05%
Elected Rate	8.68%	<b>10.05%</b>
Additional Employer Contribution	\$0.00	<b>\$1,450,000.00</b>
<b>Total Contribution Rate</b>		
Retirement Plan Rate	10.05%	10.05%
Group Term Life Rate	0.00%	0.00%
Total Contribution Rate	10.05%	10.05%
<b>Valuation Results</b>		
Actuarial Accrued Liability	\$51,702,389	\$53,051,936
Actuarial Value of Assets	\$51,038,456	\$52,387,293
Unfunded/(Overfunded) Actuarial Liability	\$663,933	\$664,643
Funded Ratio	98.7%	98.7%



**5C**

**REGULAR AGENDA**

# TRAVIS CENTRAL APPRAISAL DISTRICT

## BOARD OFFICERS

JAMES VALADEZ  
CHAIRPERSON  
THERESA BASTIAN  
VICE CHAIRPERSON  
NICOLE CONLEY  
SECRETARY/TREASURER



MARYA CRIGLER  
CHIEF APPRAISER

## BOARD MEMBERS

TOM BUCKLE  
DEBORAH CARTWRIGHT  
BRUCE ELFANT  
VIVEK KULKARNI  
ELIZABETH MONTOYA  
FELIPE ULLOA  
BLANCA ZAMORA-GARCIA

November 10, 2022

LOST CREEK LIMITED DISTRICT  
ATTN: TANYA EMMONS  
1305 QUAKER RIDGE DR  
AUSTIN, TX 78701

RE: Fiscal Year 2022 Budget Amendment

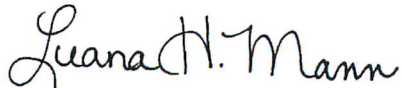
As many government agencies have experienced, over the last year we have struggled to find qualified applicants in an extremely tight labor market. Additionally, we are facing an aging workforce, with many employees reaching retirement age. While we are happy for our staff reaching a retirement goal, filling their positions has been difficult. These staffing challenges have resulted in a surplus of approximately \$2 million in our budgeted salaries and benefits funds. As a result, the District is requesting our Board of Directors transfer surplus budget funds to the reserve for technology enhancements and the reserve for litigation.

The District successfully implemented our new CAMA software this tax year. We have made the conversion and continue to make enhancements to the product so that our processes and procedures are more efficient and automated wherever possible. This automation helps us compensate for some of our staffing shortages. We will request that surplus funds be transferred to the reserve for technology enhancements to assist with future enhancement requests to our CAMA system.

The District also remains in an appeal with the Property Tax Assistance Division (PTAD) of the Comptroller's office regarding the 2020 Property Value Study. We have gone through numerous rounds of settlement attempts, including a hearing with the State Office of Administrative Hearings (SOAH) in which the SOAH Judge agreed that our position on the PVS study was correct. Unfortunately, PTAD did not accept the SOAH Judge's decision. TCAD will likely encounter significant legal expenses moving forward to trial and will request the Board of Directors transfer surplus budget funds to the reserve for litigation, allowing us to save for the anticipated future legal costs. As the SOAH Judge agreed, we feel our position on the study is correct and will continue to fight for our school districts.

The Board of Directors will discuss and take action on this budget amendment on Monday, December 12, 2022, at 11:30 a.m. at the Travis Central Appraisal District offices, located at 850 E. Anderson Lane, Austin, Texas, 78754. Any taxing entity with questions or concerns about this budget amendment is encouraged to attend the meeting. The above adjustments **do not require any additional funds** from the taxing entities; however, they will impact the amount of unspent funds at the end of the year. Should you have any questions, I can be reached by phone at (512) 834-9317 ext. 405 or by e-mail at [Lmann@tcadcentral.org](mailto:Lmann@tcadcentral.org).

Respectfully,

A handwritten signature in black ink that reads "Leana H. Mann". The signature is written in a cursive, flowing style.

Leana H. Mann, CGFO  
Deputy Chief Appraiser  
Travis Central Appraisal District

**5D**

# **REGULAR AGENDA**

# TRAVIS CENTRAL APPRAISAL DISTRICT

## BOARD OFFICERS

JAMES VALADEZ  
CHAIRPERSON  
THERESA BASTIAN  
VICE CHAIRPERSON  
NICOLE CONLEY  
SECRETARY/TREASURER



MARYA CRIGLER  
CHIEF APPRAISER

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## RESOLUTION 20221212-5D

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT DETERMINING THE APPROPRIATE NUMBER OF APPRAISAL REVIEW BOARD MEMBERS FOR 2023.

**WHEREAS**, the Texas Property Tax Code, Section 6.41 establishes an appraisal review board for each appraisal district; and

**WHEREAS**, except as provided by Subsection (b-1) or (b-2), an appraisal review board consists of three members; and

**WHEREAS**, the Texas Property Tax Code, Section 6.41(b-2) states “An appraisal district board of directors for a district established in a county with a population of one million or more by resolution of a majority of the board’s members shall increase the size of the district’s appraisal review board to the number of members the board of directors considers appropriate to manage the duties of the appraisal review board, including the duties of each special panel established under Section 6.425.”; and

**WHEREAS**, to handle the historic volume of formal hearings the Travis Appraisal District has required an appraisal review board of more than three members; and

**WHEREAS**, the Chief Appraiser expects the protest volume to be similar to the previous year; and

**WHEREAS**, the staff has conducted a comparative survey of other appraisal districts related to the size of the appraisal review boards and volume of protests;

**NOW, THEREFORE BE IT RESOLVED** that the Travis Central Appraisal District Board of Directors has determined that the appropriate size of the Travis Appraisal Review Board be a total of \_\_\_\_\_ members.

TRAVIS CENTRAL APPRAISAL DISTRICT:

\_\_\_\_\_  
James Valadez, Chairperson  
Board of Directors

ATTEST:

\_\_\_\_\_  
Theresa Bastian, Secretary  
Board of Directors

## 2022 CAD ARB Survey

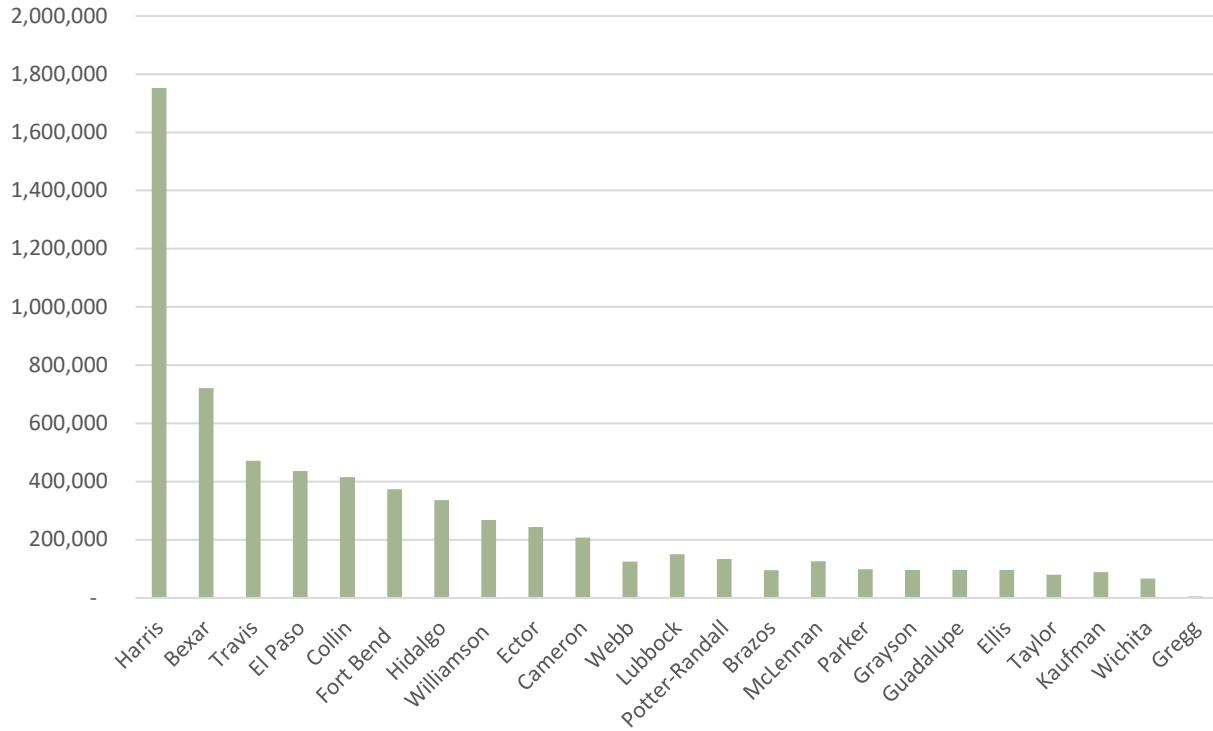
A total of 33 appraisal districts responded to our survey request. Of the 33 appraisal districts that responded, 4 did not provide a complete data set.

Name of Appraisal District	Status
Cameron	
Gregg	
Fort Bend	
Bell	Incomplete Data
Parker	
Ellis	
Collin	
Potter-Randall	
Bexar	
Lubbock	
Williamson	
Guadalupe	
El Paso	
Harris	
Taylor	
Brazos	
Hidalgo	
Dallas	Incomplete Data
Hays	Incomplete Data
Wichita	
Grayson	
Ector	
Kaufman	
Jefferson	Incomplete Data
Webb	
McLennan	
Travis	
<b>Total</b>	<b>33</b>

Of the appraisal districts that responded, we consider 3 others to be a comparable metro appraisal district like Travis CAD; however, one of the three did not provide a complete data set.

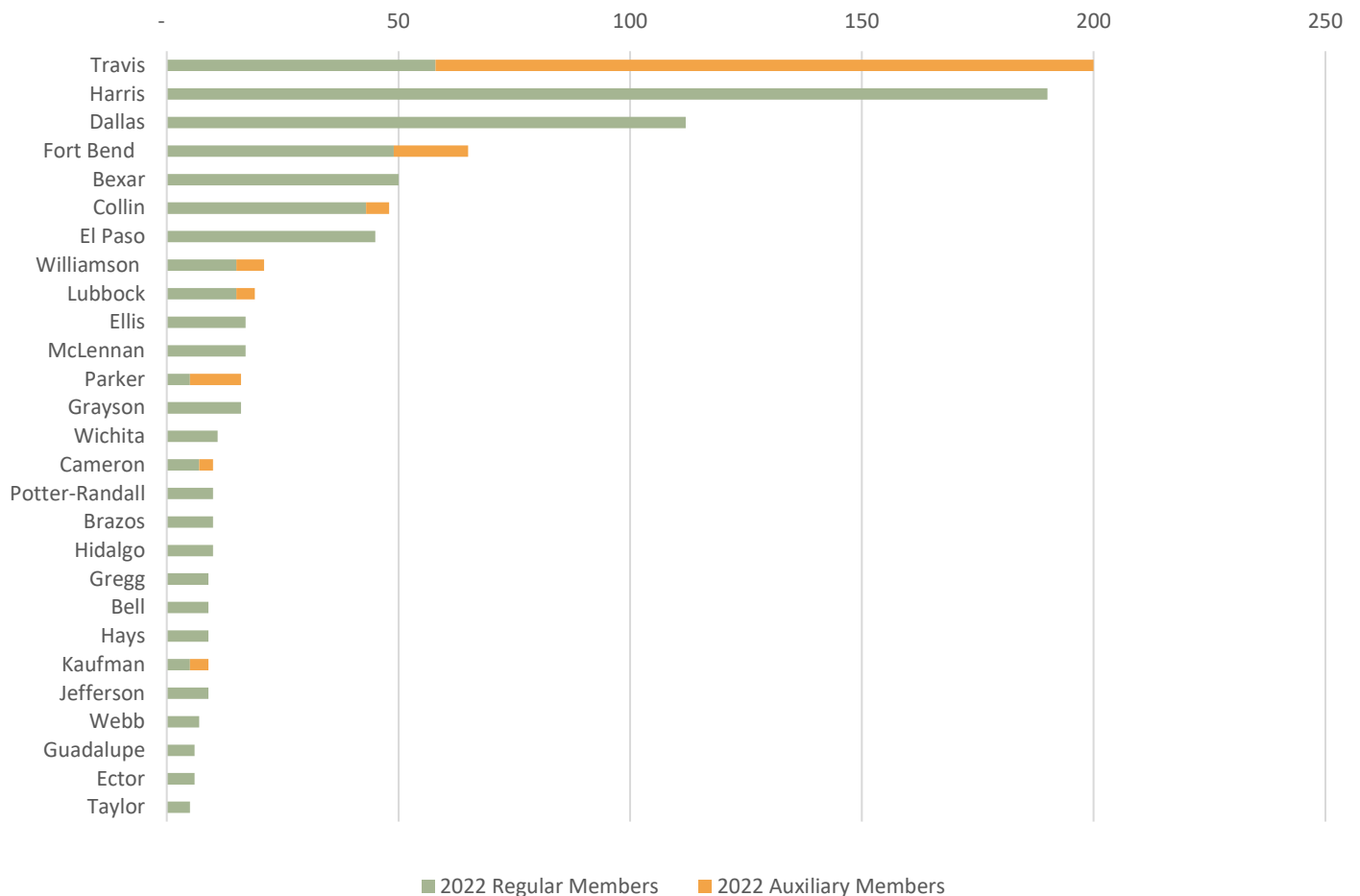
Metro Appraisal Districts
Bexar
Harris
Dallas (Incomplete)
Travis
<b>Total</b>

## Total Parcels- Excluding Minerals & Others



With 200 ARB members, Travis CAD has the highest number of ARB members of the appraisal districts that responded.

## ARB Membership



When comparing CADs that completed more than 10,000 formal hearings, Travis CAD’s number of ARB members is much higher than other comparable CADs.

Name of Appraisal District	2022 ARB Members	Number of Formal Hearings	Hearings per Member
Harris	190	139,809	736
Collin	48	41,475	864
Fort Bend	65	27,802	428
Bexar	50	19,761	395
Travis	200	18,555	93
El Paso	45	14,606	325

Travis CAD has one of the highest ARB budgets compared to the total budget, with 7.2% of the 2022 budget coming from ARB expenditures.

Name of Appraisal District	2022 Total Budget Amount	2022 ARB Budget	2022 ARB Budget as % of Total Budget
Lubbock	\$ 4,878,700.00	\$ 367,257.00	7.5%
Fort Bend	\$ 18,194,846.00	\$ 1,351,226.00	7.4%
Travis	\$ 22,786,110.00	\$ 1,630,425.00	7.2%
Harris	\$ 94,872,473.00	\$ 3,582,392.00	3.8%
Bexar	\$ 20,238,268.00	\$ 753,425.00	3.7%
McLennan	\$ 4,489,915.00	\$ 140,000.00	3.1%
Ellis	\$ 3,461,939.85	\$ 105,100.00	3.0%
Guadalupe	\$ 3,818,108.00	\$ 115,235.00	3.0%
Collin	\$ 25,394,900.00	\$ 689,000.00	2.7%
Kaufman	\$ 3,656,664.00	\$ 95,000.00	2.6%
Williamson	\$ 10,257,900.00	\$ 242,400.00	2.4%
Brazos	\$ 4,240,028.00	\$ 84,000.00	2.0%
El Paso	\$ 18,037,132.49	\$ 336,900.00	1.9%
Webb	\$ 6,453,571.00	\$ 119,770.00	1.9%
Cameron	\$ 6,135,371.00	\$ 110,000.00	1.8%
Hidalgo	\$ 10,518,478.00	\$ 188,000.00	1.8%
Parker	\$ 5,350,000.00	\$ 70,000.00	1.3%
Grayson	\$ 5,154,780.00	\$ 60,000.00	1.2%
Wichita	\$ 1,953,947.00	\$ 15,825.00	0.8%
Ector	\$ 3,515,384.00	\$ 26,200.00	0.7%
Potter-Randall	\$ 4,292,445.00	\$ 21,700.00	0.5%
Gregg	\$ 2,998,290.00	\$ 12,000.00	0.4%
Taylor	\$ 20,000.00	\$ 20,000.00	

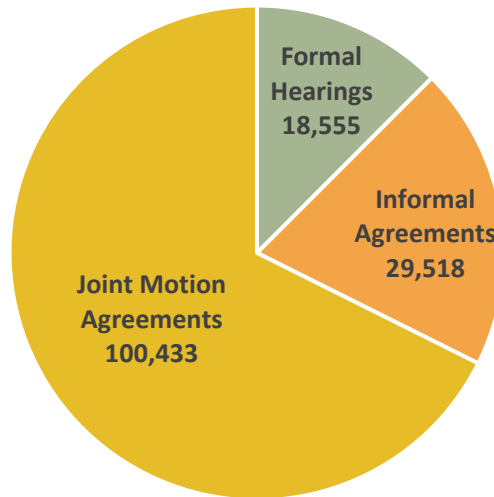


In the 2023 budget, Travis CAD reduced the proposed number of ARB members, which reduced the total ARB budget. This budget reduction lowered the ARB budget as a percent of total budget to 4.4% of the total budget. While this is more in line with other CADs, Travis CAD is still higher than the other comparable metro CADs.

<b>Name of Appraisal District</b>	<b>2023 Total Budget Amount</b>	<b>2023 ARB Budget</b>	<b>2023 ARB Budget as % of Total Budget</b>
Lubbock	\$ 5,381,347.00	\$ 393,241.00	7.3%
Fort Bend	\$ 21,063,859.00	\$ 1,457,656.00	6.9%
Travis	\$ 25,683,866.00	\$ 1,121,995.00	4.4%
Harris	\$ 99,506,291.00	\$ 3,591,623.00	3.6%
Guadalupe	\$ 4,341,461.00	\$ 147,815.00	3.4%
Bexar	\$ 23,674,800.00	\$ 753,000.00	3.2%
Collin	\$ 28,099,000.00	\$ 852,240.00	3.0%
Parker	\$ 5,800,000.00	\$ 168,000.00	2.9%
McLennan	\$ 4,806,468.00	\$ 133,875.00	2.8%
Kaufman	\$ 3,825,860.00	\$ 95,000.00	2.5%
Williamson	\$ 11,827,200.00	\$ 282,300.00	2.4%
Ellis	\$ 4,347,310.26	\$ 92,250.00	2.1%
Brazos	\$ 4,395,966.00	\$ 84,000.00	1.9%
Cameron	\$ 6,951,083.00	\$ 128,700.00	1.9%
El Paso	\$ 19,838,423.69	\$ 354,700.00	1.8%
Hidalgo	\$ 11,496,198.00	\$ 200,000.00	1.7%
Webb	\$ 6,864,010.00	\$ 115,800.00	1.7%
Grayson	\$ 6,338,676.00	\$ 60,000.00	0.9%
Wichita	\$ 2,085,930.00	\$ 17,825.00	0.9%
Ector	\$ 3,737,134.00	\$ 28,200.00	0.8%
Gregg	\$ 3,439,270.00	\$ 18,000.00	0.5%
Potter-Randall	\$ 4,477,900.00	\$ 15,500.00	0.3%
Taylor	\$ 25,000.00	\$ 25,000.00	

The Travis Appraisal Review Board (TARB) had conducted 18,555 formal hearings at the time of this survey, which was 10.8% of total protests.

## Travis Protest Resolution



Name of Appraisal District	Total number of protests in 2022	ARB Formal Hearings	ARB Hearings as a % of Total Protest
Ector	2,809	1,930	68.7%
Collin	99,290	41,475	41.8%
El Paso	41,000	14,606	35.6%
McLennan	19,596	5,981	30.5%
Parker	9,700	2,800	28.9%
Harris	494,444	139,809	28.3%
Fort Bend	105,436	27,802	26.4%
Ellis	19,392	4,611	23.8%
Kaufman	14,989	3,482	23.2%
Brazos	14,544	3,025	20.8%
Grayson	13,000	2,268	17.4%
Lubbock	24,170	4,050	16.8%
Cameron	13,700	1,900	13.9%
Guadalupe	24,070	3,071	12.8%
Wichita	5,591	709	12.7%
Bexar	178,390	19,761	11.1%
Travis	171,907	18,555	10.8%
Gregg	6,545	638	9.7%
Potter-Randall	8,939	628	7.0%
Hidalgo	47,439	2,229	4.7%
Webb	17,500	816	4.7%
Williamson	77,396	1,985	2.6%
Taylor	10,300	123	1.2%

**5E**

**REGULAR AGENDA**



TRAVIS CENTRAL APPRAISAL DISTRICT  
HUMAN RESOURCE DEPARTMENT

## JOB DESCRIPTION

**Date:** December 2022

**Department:** Board of Directors

**Job Title:** Taxpayer Liaison

**Salary:** N/A- Contract

### **ESSENTIAL JOB FUNCTIONS:**

- Communicate and coordinate with Local Administrative Judge as required by the Texas Property Tax Code
- Facilitate communications between the public and the Travis Central Appraisal District.
- Provides information regarding the district's responsibilities to property owners and the general public, both orally and in writing.
- Provide written and oral activity reports to the TCAD Board of Directors
- Administers the public access functions required by Sections 6.04(d), (e) and (f) of the Property Tax Code
- Resolves disputes involving matters that may not be protested under Section 41.41
- Accomplish tasks as needed and assigned by the Board of Directors or Chief Appraiser
- Serves as the board's liaison to the appraisal review board on issues related to ARB management

### **QUALIFICATION REQUIREMENTS:**

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate or Appraisal. Acceptable work experience may be substituted for a college degree.
- Working knowledge of the Texas Property Tax Code, real estate appraisal, the policies and procedures of TCAD and the Travis CAD Appraisal Review Board
- Must demonstrate strong verbal and written communication skills
- Ability to work effectively with others and to work independently
- Must be proficient in using Outlook, Excel and Microsoft Word
- Must be able to learn and become proficient in the use of the Districts CAMA system
- Authorization to work in the US, reliable transportation, valid Texas Driver's License, proof of liability insurance & verified good driving record.
- Spanish Bilingual a plus

**Essential Physical Demands:** Requires sitting, walking, standing, bending, kneeling, reaching and twisting upper body. Must use hands for data entry. Must have the ability to hear and speak. Must have the ability to see and read fine print as well as lift up to 30 pounds.

**Environment Factors:** Indoor activity with frequent exposure to video display computer terminal. Interface with the public. Moderate stress levels are constant with occasional significant stress. Employee must be able to work extended hours and attend board meetings as necessary.