



El Paso Central Appraisal District
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EL PASO CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS PUBLIC INFORMATION POLICY

ADOPTED AUGUST, 1989
REVISED OCTOBER, 2016

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GOAL

The El Paso Central Appraisal District Board of Directors (Board of Directors) upholds that all citizens have access to the resources of the El Paso Central Appraisal District (Appraisal District). The Board's Public Information Policy was originally adopted on August 31, 1989 in accordance with Section 6.04 of the Texas Property Tax Code and revised October 20, 2016. Detailed information may be found at the Appraisal District office or its website: www.epcad.org. (Amended 10-20-2016.)

OVERVIEW

The mandate for countywide appraisal districts resulted from the 1979 Legislature. In 1981, the Legislature identified appraisal districts as political subdivisions of the State of Texas. The law (S.B. 621) required that all counties in Texas implement these districts no later than 1982. Because a mass appraisal had been completed in El Paso County in time for the 1980 tax roll, the El Paso Central Appraisal District went into operation one year earlier (1981) than required by law in order to continue an adequate maintenance program for the already revalued properties in El Paso County.

The Appraisal District is responsible for maintaining and appraising all business personal property and all real property in El Paso County at market value. The Appraisal District provides an annual appraisal roll for each of the 37 active taxing jurisdictions in El Paso County. (Amended 10-20-2016.)

BOARD OF DIRECTORS

The Board of Directors is the governing body of the Appraisal District and is comprised of nine (9) members who represent the 37 taxing jurisdictions in the County. They are appointed by the governing bodies of the jurisdictions with voting entitlement: counties, school districts and incorporated towns and cities. The Board's primary responsibilities as the governing body of the Appraisal District are:

- selection and evaluation of the Chief Appraiser;
- establishment of the appraisal office;
- adoption of the operating budget for the Appraisal District;
- appointment of Appraisal Review Board Chairman and Secretary;
- appointment of the Taxpayer Liaison Officer;
- approval of Reappraisal Plan.

(Amended 10-20-2016.)

The Board of Directors does not assess property nor does it address value issues.

APPRAISAL REVIEW BOARD

The Chairman and Secretary of the Appraisal Review Board (ARB) are appointed by the Board of Directors but are not controlled by the Appraisal District. In El Paso County members of the ARB are appointed by the local administrative district judge [Section 6.41(d-1), Property Tax Code]. The ARB is a quasi-judicial Board. The ARB is a separate body from the Appraisal District and serves a different function. It hears and resolves disputes over appraisal matters. The ARB only has authority over matters submitted to it. In resolving taxpayer protests the ARB can make changes or set a value. Finally, the ARB is responsible for approving the appraisal rolls, prior to certification by the Chief Appraiser. All ARB hearings are subject to the Open Meetings Act. (Amended 10-20-2016.)

PUBLIC HEARINGS

The El Paso Central Appraisal District Board of Directors meets the third Thursday of each month at 5:00 p.m. in the Conference Room of the El Paso Central Appraisal District, 5801 Trowbridge Drive, El Paso TX 79925. Meetings of the Board are conducted by Robert's Rules of Order. All meetings are held in accordance with the Open Meetings Act. All meetings are recorded. Minutes for the meetings are a matter of public record and available at the Appraisal District office. Beginning with the September 17, 2009 Board of Directors' Meeting, minutes are available on the Appraisal District website: www.epcad.org. Meetings are televised on Cable Channel 15 and youtube.com. (Amended 10-20-2016.)

The El Paso Central Appraisal District Board of Directors is dedicated to the concept and laws of open government. Public comment is a regular monthly agenda item. Public comment is limited to five (5) minutes per item, unless a majority of a quorum of the Board votes to allow more time for a given item. Citizens wishing to address the Board should sign up for public comment prior to the start of the meeting. Public comment requires no action from the Board.

INTERPRETERS

The El Paso Central Appraisal District will provide an interpreter for non-English speakers or individuals who communicate by sign language for any meeting of the Board of Directors or Appraisal Review Board. All requests for these services should be made a minimum of 48 hours prior to the meeting. Information for the visually impaired will be put on audio media upon request. Requests may be made through the Taxpayer Liaison Officer at (915) 780-2070 or admin@epcad.org.

The El Paso Central Appraisal District routinely develops all public information materials in English and Spanish.

ACCESS BY DISABLED PERSONS

The facility which houses the El Paso Central Appraisal District at 5801 Trowbridge has dedicated parking spaces at the front entrance of the building for persons requiring special access. The facility has an access ramp and automatic doors for building access. The Board of Directors Conference Room and Appraisal Review Board hearing rooms are wheelchair accessible. An individual who needs additional assistance for entry or access should notify the Taxpayer Liaison Officer at (915) 780-2070 or admin@epcad.org a minimum of 48 hours prior to the meeting.

Access for persons with mental or developmental disability; the Taxpayer Liaison Officer will review such requests and, in conjunction with State healthcare officials, make appropriate accommodations for these individuals.

TAXPAYER LIAISON OFFICER

A Taxpayer Liaison Officer is required for appraisal districts located in a county with a population more than 120,000. The Taxpayer Liaison Officer is appointed by the Board of Directors. The liaison officer handles public access issues and complaints that fall outside the jurisdiction of the Appraisal Review Board (ARB). The liaison officer reports to the Board of Directors on a quarterly basis at the regularly scheduled meeting of the Board. The liaison officer is also responsible for providing clerical assistance to the local administrative district judge. (Amended 10-20-2016.)

COMPLAINT PROCEDURE

- I. The following procedures are used for complaints concerning the Chief Appraiser. All complaints must be submitted in writing in order to maintain the integrity of the complaint for all parties involved. A complaint received by a Board of Directors' member, ARB member, Appraisal District staff member, or taxing entity representative, shall be:
 - i. Referred to the Taxpayer Liaison Officer;
 - ii. The Taxpayer Liaison Officer shall review the complaint and provide a copy of same to the Chairman of the Board of Directors, and request all supporting documentation from the Executive Director/Chief Appraiser to be used in review and investigation of the complaint;
 - iii. The Taxpayer Liaison Officer will make the complaint known to all parties involved and advise the Board of Directors;

- iv. The Taxpayer Liaison Officer shall have a written report of each complaint available within 15 days of receipt. The report will be submitted to the Board of Directors at its first meeting following the 15-day deadline;
 - v. The Taxpayer Liaison Officer will keep all parties, including the Executive Director/Chief Appraiser and the Board of Directors, informed of each new development of the complaint and report on the status of the complaint until resolved. The complaint will remain on file with Taxpayer Liaison Officer and be part of the recorded minutes of the Board of Directors' meetings when presented.
- II. The following procedures are used for complaints concerning the ARB Chairman, ARB Secretary, or Board of Directors' member. All complaints must be submitted in writing in order to maintain the integrity of the complaint for all parties involved. A complaint received by a Board of Directors' member, ARB member, Appraisal District staff member, or taxing entity representative, shall be:
- i. Referred to the Taxpayer Liaison Officer;
 - ii. The Taxpayer Liaison Officer shall review the complaint and provide a copy of same to the Chairman of the Board of Directors, and request all supporting documentation from the Chairman of the ARB or Chairman of the Board of Directors to be used in review and investigation of the complaint;
 - iii. The Taxpayer Liaison Officer will make the complaint known to all parties involved and advise the Board of Directors;
 - iv. The Taxpayer Liaison Officer shall have a written report of each complaint available within 15 days of receipt. The report will be submitted to the Board of Directors at its first meeting following the 15-day deadline;
 - v. The Taxpayer Liaison Officer will keep all parties, including the Board of Directors, informed of each new development of the complaint and report on the status of the complaint until resolved. The complaint will remain on file with Taxpayer Liaison Officer and be part of the recorded minutes of the Board of Directors' meetings when presented.
- III. The following procedures are used for complaints concerning the Taxpayer Liaison Officer. All complaints must be submitted in writing in order to maintain the integrity of the complaint for all parties involved. A complaint received by a Board of Directors' member, ARB member, Appraisal District staff member, or taxing entity representative, shall be:
- i. Referred to the Executive Director/Chief Appraiser;
 - ii. The Executive Director/Chief Appraiser shall review the complaint and provide a copy of same to the Chairman of the Board of Directors, and request all supporting documentation from the Taxpayer Liaison Officer to be used in review and investigation of the complaint;

- iii. The Executive Director/Chief Appraiser will make the complaint known to all parties involved and advise the Board of Directors;
- iv. The Executive Director/Chief Appraiser shall have a written report of each complaint available within 15 days of receipt. The report will be submitted to the Board of Directors at its first meeting following the 15-day deadline;
- v. The Executive Director/Chief Appraiser will keep all parties, including the Board of Directors, informed of each new development of the complaint and report on the status of the complaint until resolved. The complaint will remain on file with Executive Director/Chief Appraiser and be part of the recorded minutes of the Board of Directors' meetings when presented.

(Amended 10-20-2016.)

WEBSITE

The El Paso Central Appraisal District launched a new website in January, 2009. Most information may be obtained from the website and the various links throughout. The web address is: www.epcad.org.

OPEN RECORDS

All records of the El Paso Central Appraisal District are subject to the Texas Public Information Act – Government Code Chapter 552, unless determined to be confidential by law. The Executive Director/Chief Appraiser is the Public Information Officer for the Appraisal District. All open records requests shall be made in writing and submitted to the Executive Director/Chief Appraiser for processing.

BY-LAWS OF THE BOARD OF DIRECTORS

BY-LAWS BOARD OF DIRECTORS EL PASO CENTRAL APPRAISAL DISTRICT

ARTICLE I

MEETINGS OF THE BOARD OF DIRECTORS

1.1 Place Meetings of the Board, regular or special, must be held within the District's boundaries at a public place capable of accommodating the expected public attendance. The place of the meetings shall be set by the Chairman, unless set by a vote of the members of the Board.

1.2 Regular Meetings Regular meetings of the Board will be held upon notice once each month, on the 3rd Thursday of each month at 5:00 p.m., unless the 3rd Thursday falls on a holiday, in which case the Board will decide on a mutually convenient meeting time at the regular meeting held during the previous month. A regular meeting of the Board can be postponed or cancelled by the consensus of the Chairman of the Board and the Chief Appraiser. Any permanent change in the schedule can be made only by action of a majority of the Board; however, special meetings can be called as needed, by the Chairman of the Board. In addition, the Board shall meet on or before March 15 of each year to formally receive the Chief Appraiser's proposed budget. [6.06(a)]. (Amended 10-20-2016.)

1.3 Special Meetings Special meetings of the Board may be called by the Chairman of the Board at any time. [6.04(b)]. Special meetings must be called by the Chairman or Secretary upon (written) request of at least three (3) members of the Board.

1.4 Quorum At all meetings of the Board a majority of the members of the Board shall constitute a quorum for the transaction of business. [6.04(a)]. The act of a majority of the Directors present at any meetings at which there is a quorum shall be the act of the Board.

1.5 Notice to Members of the Board Members of the Board shall be notified at least three (3) days in advance in writing or by phone, of special meetings of the Board, unless the subject matter is of urgent public necessity, as defined by Section 551.045, Texas Government Code.

1.6 Rules Meetings of the Board shall be conducted by Robert's Rules of Order.

1.7 Board's Action The Board's action will be reflected by the Minutes.

1.8 Budget Hearings Each year the Board shall prepare a budget in accordance with Section 6.06 of the Property Tax Code. The Board may meet before the dates prescribed by

statute to estimate the amount of money required for the next fiscal year. The Board shall notify all taxing jurisdictions of the meetings in which informal budget estimates are to be prepared. Once the Board has completed its budget estimates, the Secretary shall notify all jurisdictions participating in the District of the amount of payment due if the Board subsequently adopts the estimate as its official budget.

1.9 Fiscal Year Fiscal year is October 1 through September 30. (Effective 10-01-94: amended 3-09-95.)

ARTICLE II

OFFICERS

2.1 Election The Board shall elect a Chairman and a Secretary at the first meeting of the Board each calendar year. [6.04(a)]. The Board shall elect a Vice-Chairman. The term for each office is one calendar year. Board members may not be compensated for service on the Board, but may receive reimbursement for actual and necessary expenses incurred in the performance of their duties. [6.04(c)].

2.2 Chairman The Chairman shall preside over all meetings of the Board. The Chairman's facsimile signature must appear on all checks issued by the District. (Amended 9-25-80). The Chairman may call special meetings of the Board. [6.04(b)]. The Chairman shall have such other powers and duties as may from time-to-time be prescribed by the Board.

2.3 Secretary The Secretary shall attend all meetings of the Board and record all of the proceedings in a minute book to be kept for that purpose; and shall perform such other duties as may be prescribed by the Board. All withdrawals or checks issued by the District can be issued with the facsimile signature of the Chairman together with one (1) other signature among four (4) individuals, those being the Secretary of the Board, the Chief Appraiser, and two (2) other persons designated by the Chief Appraiser. (Amended 10-20-2016.)

2.4 Vice-Chairman The Vice-Chairman shall preside in the absence of the Chairman and shall have other duties as designated by the Chairperson.

ARTICLE III

GENERAL PROVISIONS

3.1 Amendment These rules may be altered, amended or repealed and new rules adopted by the Board at any meeting of the Board at which a quorum is present, provided notice of the proposed alteration is contained in the notice of the meeting.

3.2 Notices Any notice to a member of the Board must be in writing and delivered personally or mailed to the address designated by the member and by telephone if can be reached.

3.3 Minutes Minutes shall be kept of all proceedings of the Board. If the Secretary is not present at any meeting of the Board, the presiding officer shall designate another member to be responsible for keeping the minutes. The actual recording and transcription of the proceedings of any meeting may be delegated to clerical staff. Copies of the minutes shall be provided to all members prior to the next meeting.

ARTICLE IV

PUBLIC POLICY

4.1 Public Comment The El Paso Central Appraisal District Board of Director's is dedicated to the concept and laws of open government, and continually strives toward this end.

In order to comply, while ensuring the efficiency of the "Public Comment" regular agenda item, the EPCAD Board of Directors' will limit said public comment to five (5) minutes per item, unless the majority of a quorum of the Board votes to allow more time for a given item. Public comment requires no action from the Board.