

1-00.00: ORGANIZATION

1-01.00 Board of Directors

01.01 Eligibility

The Appraisal District is governed by a Board of five Directors. If the County Tax Assessor-Collector is not appointed to the Board, the County Tax Assessor-Collector serves as a nonvoting Director. To be eligible to serve on the Board of Directors, an individual other than the County Tax Assessor-Collector serving as a nonvoting Director must be a resident of the District and must have resided in the District for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the Board is not ineligible because of membership on the governing body of a taxing unit or because the individual is an elected official. However, an employee of a taxing unit that participates in the District is not eligible to serve on the Board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the District.

PTC Sec. 6.03(a)
Revised 2/17/88
Resolution #88-6
Revised 11/12/97
Resolution #97-24

01.02 Method of Selection

PTC Sec. 6.03(c-k)

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting Director, are appointed by vote of the governing bodies of the cities, school districts, conservation and reclamation districts, and the County that participate in the District. Any other special district is not entitled to vote. A governing body may cast all of its votes for one candidate or distribute them among candidates for any number of directorships.

Revised 11/12/97
Resolution #97-24

The voting entitlement of a taxing entity that is entitled to vote for the Board of Directors is determined by dividing the total dollar amount of property taxes imposed in the District by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the District for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

Conservation and reclamation districts jointly are allowed one nominee in the final election for the Board of Directors. All other taxing units that are entitled to vote may make as many as five nominations, being the number of directorships available on the Board.

In order for the conservation and reclamation districts to be entitled to vote in the election process for the Board of Directors, at least one of these special districts must make a written request to the Chief Appraiser by June 1 of each election year. If this request is made, two separate elections will be held for the Board of Directors. The first election is held for the conservation and reclamation districts only in order to determine their nominee for the Board of Directors. The second election is held for all taxing units entitled to vote in order to determine those candidates that will serve as the Board of Directors.

All dates given in the election process apply to each odd-numbered year, being an election year.

The first election process begins when the Chief Appraiser certifies a list of all conservation and reclamation districts that will be entitled to vote, which must be done before June 15. Before July 1 the Chief Appraiser must calculate the number of votes each conservation and reclamation district is entitled to and deliver written notice of the voting allocation to the presiding officer of each of these districts.

Each conservation and reclamation district may nominate by resolution adopted by its governing body one candidate for the District's Board of Directors. The name must be submitted to the Chief Appraiser before July 15. Before August 1 the Chief Appraiser must prepare a ballot, listing all of the nominees of these special districts alphabetically by surname, and deliver a copy of the ballot to the presiding officer of the board of each of these special districts. The board of directors of each of these districts must determine its vote by resolution and submit it to the Chief Appraiser before August 15. The candidate receiving the largest vote total shall be the nominee of the conservation and reclamation districts.

In the second election the nominees of the County, cities, and school districts are submitted, then all taxing units that are entitled to vote, including the conservation and reclamation districts, cast their votes. The election process begins when the Chief Appraiser calculates the number of votes to which each taxing unit other than a conservation and reclamation district is entitled to and delivers written notice of the voting entitlement to the County Judge and each County Commissioner, the presiding officer of the city council and the city manager of each city participating in the District, and to the presiding officer of the board of trustees and the superintendent of each school district participating in the District before October 1.

Each of these taxing units may nominate by resolution adopted by its governing body one candidate for each position to be filled on the Board of Directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the Chief Appraiser before October 15. Before October 30 the Chief Appraiser shall prepare a ballot, listing the candidates alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the

governing body of each taxing entity that is entitled to vote including the conservation and reclamation districts.

The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the Chief Appraiser before December 15. The Chief Appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing entity in the District and to the candidates.

The candidate who receives the majority of the votes of the conservation and reclamation districts shall receive all of the votes of these districts.

The Chief Appraiser shall resolve a tie vote in either election by any method of chance.

Revised 10/15/03
Resolution #03-09
Revised 11/20/91
Resolution #91-12

01.03 Term of Office

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting director, serve two-year terms beginning on January 1 of even-numbered years.

PTC Sec. 6.03(b)
Revised 11/12/97
Resolution #97-24

01.04 Board Vacancy

If a vacancy occurs on the Board of Directors, other than a vacancy in the position held by the County Tax Assessor-Collector serving as a nonvoting Director, each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the Chief Appraiser within ten days after notification from the Board of Directors of the existence of the vacancy, and the Chief Appraiser shall prepare and deliver to the Board of Directors within five days a list of the nominees. The Board of Directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

PTC Sec. 6.03(l)
Revised 2/17/88
Resolution #88-7
Revised 11/12/97
Resolution #97-24

01.05 Changes in Board Membership or Selection

The Board of Directors, by resolution adopted and delivered to each taxing unit participating in the District before August 15, may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, unless the governing body of a taxing unit that is entitled to vote on the appointment of the Board Members adopts a resolution opposing the change, and files it with the Board of Directors before September 1. If a change is rejected, the Board shall notify, in writing, each taxing unit participating in the District before September 15.

PTC Sec. 6.031(a)

The taxing units participating in the Appraisal District may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, if the governing bodies of three-fourths of the taxing units that are entitled to vote on the appointment of Board members adopt resolutions providing for the change. However, a change under this subsection is not valid if it reduces the voting entitlement of one or more taxing units that do not adopt a resolution proposing it to less than a majority of the voting entitlement under Section 1-01.02 of the manual or if it reduces the voting entitlement of any taxing unit that does not adopt a resolution proposing it to less than 50 percent of its voting entitlement under Section 1-01.02 of this manual and if that taxing unit's allocation of the budget is not reduced to the same proportional percentage amount, or if it expands the types of taxing units that are entitled to vote on appointment of Board members.

An official copy of a resolution under this section must be filed with the Chief Appraiser after June 30 and before October 1 of a year in which Board members are appointed or the resolution is ineffective.

Before October 5 of each year in which Board members are appointed, the Chief Appraiser shall determine whether a sufficient number of eligible taxing units have filed valid resolutions proposing a change for the change to take effect. The Chief Appraiser shall notify each taxing unit participating in the District of each change that is adopted before October 10.

A change in membership or selection made as provided by this section remains in effect until changed in a manner provided by this section or rescinded by resolution of a majority of the governing bodies that are entitled to vote on appointment of Board members under Section 1-01.02 of this manual.

PTC Sec. 6.031
Revised 2/17/88
Resolution #88-7

01.06 Appointed Officials

Members of the Board are considered appointed officials of a political subdivision of the State of Texas and are bound by the provisions of the Texas Constitution and statutes regarding appointed officials.

01.07 Removal From Office

A member of the Board of Directors of the Appraisal District may be removed from office in accordance with Article 5970-5982, VTCS.

1-02.00 Officers of the Board

02.01 Election of Officers

At its first meeting each calendar year, the Board shall elect from its members a Chairman and a Secretary.

PTC Sec. 6.04(a)

Other offices such as Vice-Chairman and Treasurer may also be elected.

02.02 Duties of the Chairman

The Chairman shall preside over all meetings of the Board. The Chairman is responsible for following parliamentary rules of order and those rules of procedure adopted by the Board, and for keeping all members of the Board aware of materials received. The Chairman will work closely with the Chief Appraiser to ensure that Board policies and procedures are carried out. The Chairman will represent the Board in speaking about the Appraisal District to the media, general public, taxing units, and other interested parties and organizations.

02.03 Duties of the Secretary

Under the direction of the Secretary, minutes of all meetings of the Board shall be maintained and recorded as the official acts of the Board. In the absence of the Chairman, the Secretary shall preside over all meetings of the Board.

02.04 Participation of Chairman

The Chairman of the Board shall have authority to fully participate in debate, discussion, or voting on an equal basis with other members. However, the opinion or vote of the Chair shall be given no greater weight than that of any other member.

Resolution #82-11

1-03.00 Oath of Office

03.01 General

All Board members are required to take the Oath of Office provided by the Texas Constitution before beginning their term of office. The earliest date that the oath can be administered is January 1 of the year in which the terms begins. Members of the Board must be duly sworn before taking any official action. The oath must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

Exhibit #1

03.02 Statement of Officer

Prior to taking the Oath of Office and entering into the duties of office, each newly appointed Board member is required to file a Statement of Officer to be filed with the Appraisal District office.

Revised 10/15/03
Resolution #03-9 Exhibit

#1-2

This statement will be administered once a Board member has been elected and before the term of office begins. It must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

Revised 11/20/91
Resolution #91-12

1-04.00 Meetings of the Board

04.01 Quorum

At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business.

PTC Sec. 6.04(a)

04.02 Regular Meetings

Regular meetings of the Board of Directors shall be held the third Wednesday of each month at 4:00 p.m. at the Appraisal District office, 4610 S. Fourth Street, Beaumont, or at such time or place as the Board may decide. The Board may hold Workshop Sessions at 3:00 p.m. as necessary prior to the Regular Board Meetings.

Revised 1/16/85
Resolution #85-4
Revised 11/13/96
Resolution #96-21
Revised 10/15/03
Resolution #03-09

04.03 Special Meetings

Special meetings of the Board may be called by the Chairman or upon the written request of at least three members of the Board.

04.04 Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall be followed by the Chairman in the conduct of all meetings of the Board.

04.05 Agenda

An agenda shall be prepared under the direction of the Chief Appraiser and the Chairman of the Board. For an item of business to appear on the agenda, the Chief Appraiser or Chairman must be notified no later than one week in advance of the called meeting. Otherwise, the item of business will be placed on the agenda for the next meeting of the Board.

The agenda shall be separated into two sections: the consent agenda and the regular agenda. The consent agenda shall contain all routine items that do not require discussion and can be approved as one action item. If any member of the Board requests, any item on the consent agenda must be removed and considered as an item on the regular agenda.

The regular agenda shall contain all other items for the Board's approval that need separate discussion and approval.

Revised 9/11/96
Resolution #96-19

04.06 Open Meetings Act

Notice of the meeting shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting. In the case of an emergency, the nature of which shall be expressed in the notice, it shall be sufficient if the notice is posted two hours before the meeting is convened.

Except as otherwise provided by Section 551.000 et seq of the Texas Government Code, all meetings shall be open to the public. No closed or executive meeting shall be held unless the Board has first been convened in open meeting for which notice has been given. For all closed, or executive sessions, a certified agenda must be kept indicating the time at which the closed meeting began and ended, the subject matter discussed, and a record of any further action taken. Said certified agenda must be kept on record for at least a two-year period after the date of the meeting.

Revised 9/8/87
Resolution #87-12
Revised 12/16/87
Resolution #87-17

04.07 Amendment of Rules

Rules of the Board under this section 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.

1-05.00 General Provisions

05.01 Compensation and Expenses

Members of the Board may not receive compensation for service on the Board but are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties.

PTC Sec. 6.04(c)

Any expenses incurred by a Board member must be submitted to the Chief Appraiser for reimbursement. All expenses reimbursed to Board members must be attached to and made a part of the monthly financial statement for Board approval.

05.02 Out-of-District Travel

All overnight travel of Board of Director members must be pre-approved by the Board of Directors and must be within the limits of the budget. Should the need for travel arise prior to the next scheduled Board meeting, the Chief Appraiser shall obtain approval for the travel from a majority of the Board members and ratify the action at the next scheduled Board meeting.

Revised 10/21/87
Resolution #87-15

05.03 Conflict of Interest

In accordance with Article 988b, VTCS, whenever a Board member has a "substantial interest" in any matter pending before the Board of Directors, the Board member must:

1. Prior to any discussion or vote on the matter, file a sworn affidavit disclosing the nature of his interest in the matter; (Refer to Exhibit #2)
2. Abstain from participating in the discussion and vote on the matter.

Failure to comply with the law can subject a violator to a fine, jail term, and other penalties.

A person has a substantial interest in a business if:

1. The person owns 10 percent or more of the voting stock or shares of the business entity or owns \$5,000 or more of the fair market value of the business entity; or
2. Funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year; or

3. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or

4. An interest of a person related in the first degree by either affinity or consanguinity to the local public official is a "substantial interest."

Revised 2/17/88
Resolution #88-8

1-06.00 Statutory Purpose

06.01 Appraisal District Established

An appraisal district is established in each county.

PTC Sec. 6.01(a)

06.02 Responsibility

The District is responsible for appraising property in the District for ad valorem tax purposes of the State and of each taxing unit that imposes ad valorem taxes on property in the District.

PTC Sec. 6.01(b)

06.03 Political Subdivision

The Appraisal District is a political subdivision of the State.

PTC Sec. 6.01(c)

1-07.00 Establishment of Appraisal Office

07.01 General

The Appraisal District shall establish an appraisal office.

PTC Sec. 6.05(a)

The Board of Directors may contract with an appraisal office in another district or with a taxing unit in the District to perform the duties of the appraisal office for the District.

PTC Sec. 6.05(b)

1-08.00 Miscellaneous

08.01 General

The Chairman of the Board has the authority to appoint committees as deemed necessary, without the approval of the Board, an exception being the Retirement Administrative Committee which requires the full approval of the Board. Such appointments, however, shall be reported at the next meeting of the Board of Directors.

All meetings of the Board, excluding Executive Sessions, shall be tape recorded and the tapes of all meetings shall be public record.

Smoking will be allowed at meetings of the Board of Directors provided that individual preferences concerning smoking are not violated. Accommodations will be provided in order to protect the non-smoker's rights. However, should the rights of the non-smoker become jeopardized, smokers will then be asked to respect non-smoker privileges.

Revised 4/20/88

Resolution #88-10

SECTION 07-00.00.00 APPRAISAL ROLL

07-01.00.00 PRELIMINARY APPRAISAL ROLL

01.01.00 Overview of Computer Maintenance

01.01 Overview Defined

For those provisions of this section relating to the steps followed by the Data Department in the preparation of the appraisal rolls, the steps as listed are intended to be an overview of the functions of that department. Many of the steps are explained in greater detail throughout the various sections of this manual.

01.02.00 General Computer Maintenance

02.01 Appraisal Schedule Recalculations Made

If the appraisal schedules have been revised, it is necessary for the Data Department to recalculate the value of those affected accounts.

In a reappraisal year, the values of all accounts are recalculated. In a non-reappraisal year, only the value of those accounts affected by schedule changes or changed during a field inspection are recalculated.

The values of all accounts receiving the agricultural special appraisal are recalculated on an annual basis.

02.02 Miscellaneous Procedures

The Data Department performs the steps listed below in the preparation of the preliminary appraisal roll. Any reports indicated are generated for all taxing entities:

1. Run batch edits
2. Print effective tax rate calculations
3. Print tax calculations
4. Print property use recaps
5. Print reval reason summaries
6. Print property use comparisons
7. Print entity recap report for data files
8. Update zip codes
9. Update ag schedules
10. Update mobile home schedule
11. Update rendered accounts, deleted exemptions, and new exemptions
12. Reset frozen fields and cause number fields

02.03 Personal Property Accounts Granted Rendition Extension

All personal property accounts granted a rendition extension will be coded with a "P" status until a rendition is filed or the applicable deadline expires. These accounts will be excluded from the preliminary appraisal roll certification to the taxing entities.

01.03.00 Mineral Computer Maintenance

03.01 Prior to Receiving Tape From Industrial Appraising Firm

The Data Department performs the following procedures prior to receiving the mineral tape from the Industrial Appraising Firm:

1. List and correct accounts in the tax master where the type of interest in the field "Legal4" does not equal tract
2. Clear the mineral work files
3. Backup the tax master
4. Copy the tax master to the work file
5. Create the bridge work file
6. Create second backup tape for security
7. List mineral exempt accounts
8. Delete mineral accounts from live tax master

03.02 After Receiving Tape From Industrial Appraising Firm

Once the mineral tape is received from the Industrial Appraising Firm, which is generally within the first week of May, the following procedures are followed by the Data Department:

1. Copy industrial tape to AS/400 work file
2. Enter totals from industrial tape recap sheet to use for balance purposes
3. List split accounts
4. Correct any 50/50 splits
5. List accounts containing data in "ADDR1" field since the District files contain only 2 address fields and the industrial tape contain 3
6. Correct address field
7. Update mineral work file with information from industrial tape and flag records updated
8. Update mineral work file with JCAD owner name and address
9. Update mineral work file with JCAD tax rep name and address
10. List exempt accounts of industrial appraisers
11. Flag accounts not updated on industrial tape with "D"
12. Correct exempt accounts – new exempt accounts
13. Print entity recap
14. Balance to industrial tape's totals
15. List for every allowable entity combination by school district
16. Copy mineral work file to JCAD tax master
17. Run mineral appraisal roll
18. Backup mineral work files
19. Run query of mineral accounts in abstract sequence
20. Run cross reference listings (RC #/subdivision and subdivision/RC#)
21. Clear work files
22. Assign Reval Reason 1 to specified subdivision – per directions of Chief Appraiser
23. Make any corrections needed
24. Create entity master for Hardin-Jefferson ISD

01.04.00 Industrial Computer Maintenance

04.01 General Procedures

When the tape on the industrial accounts is received, the following procedures are followed by the Data Department:

1. Backup tax master
2. Clear work files
3. Copy industrial tape to work file
4. Run batch edits
5. Make changes to work file
6. Shorten legal descriptions
7. Fix addresses
8. Edit property use codes
9. Copy JCAD industrial accounts to work file (subdivisions #500000 - #599999)
10. List accounts where "delete" is equal to "I"
11. Remove "I" in JCAD work file
12. Update JCAD's work file with industrial tape data and flag accounts updated
13. Update work file with JCAD's owner name/address
14. Update work file with JCAD's tax rep name/address
15. List accounts not changed/updated on industrial tape
16. Flag with "D" all accounts not updated/changed on industrial tape
17. Delete industrial accounts (subdivisions #500000 - #599999) from JCAD tax master
18. Copy updated work file to tax master
19. Correct any exempt accounts or any other errors
20. Run industrial appraisal roll
21. Back up industrial work files
22. List accounts with owner numbers
23. Clear work files
24. Make copies of reports that indicate changes made and send to Industrial Appraisers
25. Run roll on abated accounts only

01.05.00 Preliminary Appraisal Roll Prepared

05.01 Appraisal Roll Generated

The Data Department generates a hard copy of the preliminary appraisal roll to be maintained in the Roll Department.

05.02 Notification to Taxing Entities

After submission of the appraisal records to the ARB as discussed in Section 06-02.00.00 but no later than June 7th, the Chief Appraiser certifies to the tax assessor-collector for each taxing entity a preliminary estimate of the taxable value for the current tax year. This certification is submitted using a Preliminary Certification of Appraisal Roll (Form #91-070-201a). This certification is mandatory for school districts only; however, it is sent to all taxing entities. PTC Sec 26.01(e)

The preliminary certification includes a copy of the following value reports that are generated by the Data Department.

Tax Calculation (ADP3TAXC): 4 copies
Recap by Property Use (ADP3R4): 4 copies

The original and a copy of the certification form are submitted along with the value reports to the tax assessor-collector. The copy is signed and dated by an employee of the tax office and returned to the District office with the original being retained by the tax office. A copy of the preliminary certification and value reports are provided to the executive officer of each taxing entity. The remaining copies are for the Chief Appraiser and the files.

Included in the Preliminary Certification is a letter explaining that personal property accounts granted a rendition extension are excluded from the certification. It is not necessary to include a listing of the "I" status accounts in the preliminary certification, nor is it required to recertify these values once the "I" status is removed.

05.03 Files Maintained

The Administrative Assistant maintains a file on the preliminary values consisting of the signed copy of the certification form, the tax calculation, and the Recap by Property Use for each entity.

01.06.00 Post Preliminary Appraisal Roll Procedures

06.01 Computer Processing Procedures

After the preliminary appraisal roll has been processed, the Data Department performs the following procedures:

1. ARB Current Year Maintenance
 - a. Key all revaluation changes to file maintenance and then Reval Drawing file. All data entered must be proofed by the Roll Department.
 - b. Run new Value Increase Report (ADP3RVD3) – accounts in key file
 - c. Verify reports generated
 - d. Build letter file for Recommended Change Letters
 - e. Delete accounts from letter file and add those accounts that should get letter
 - f. Recalculate accounts in Reval key file (changes made by appraisers after preliminary appraisal roll submitted)
 - g. Run Recommended Change Letters
 - h. Microfilm Recommended Change Letters
2. Run log reports
 - a. Reval changes
 - b. Name changes
 - c. Deleted exemptions
 - d. New exemptions
 - e. Supplemental – accounts left off roll
 1. Send Notices of Appraised Value
 2. Run Entity Recap
3. Run personal property field sheets, index cards, folder labels, and school/street name labels for all accounts

3. Log reports submitted to ARB
4. Update ARB Protest History File for date of ARB action using the Mass Update Option
5. Reset change year codes
6. Run and print No Change Letters – any time
7. Run and print Need Additional Information and Unable to Contact Letters
8. Run and print Notice of Change in Appraisal Records
9. Key all cause folders to file
10. Run ARB Decision Letters and postal certification cards
11. Microfiche ARB Decision Letters and put to optical disk

07-02.00.00 CERTIFIED APPRAISAL ROLL

02.01.00 Computer Maintenance

01.01 Miscellaneous Procedures

During the appraisal roll certification process, the Data Department performs the following procedures:

1. Run batch edits
2. Print Effective Tax Rate Calculations
3. Print Tax Calculations
4. Print Property Use Recaps
5. Print Reval Reason Summaries
6. Backup/clear appraiser workload file
7. Pull entity master and put to tape, diskette, or paper for the taxing entities
8. Pull entity master for Hardin-Jefferson ISD with unpacked fields and put to tape
9. Print ag-use roll for Hardin-Jefferson ISD
10. List owner number in alpha and numeric sequence
11. Pull mortgage company master and put to tape
12. Create previous year master from current tax master
13. Change general file maintenance – no value changes can be entered at this point
14. Run State Reports

02.02.00 Appraisal Roll Prepared

02.01 Form of Appraisal Roll

By April 1 of each year, each taxing entity must be consulted in writing as to the form in which the appraisal roll for that entity will be provided.

PTC Sec 26.01(a)

A letter outlining the format the appraisal roll will be submitted in is prepared by the Administrative Assistant for the signature of the Chief Appraiser. The original and a copy of the letter are submitted to the tax assessor for each taxing entity, with the original being retained by the tax assessor and the copy being returned to the District. The tax assessor is requested to sign and date the copy of the letter and to indicate if the appraisal roll is to be submitted in a format other than the one indicated.

The returned copies of the letters are submitted to the Office Manager in order to ensure that the appraisal rolls are prepared in the correct format for each taxing entity.

02.02 Appraisal Roll Generated

The Data Department generates a hard copy of the certified appraisal roll to be maintained in the Roll Department.

02.03 Certification to Taxing Entities

Once the ARB has approved the appraisal records as outlined in Section 06-08.00.00, the Chief Appraiser must certify the final values to the tax assessor for each taxing entity no later than July 25th of each tax year using the Certification of Appraisal Roll (Form #91-070-201b). PTC Sec 26.01(a)

The same value reports used for the preliminary certification as outlined in Section 07-01.05.02 are generated. The original and a copy of the certification form are submitted along with the value reports to the tax office. The copy is signed and dated by an employee of the tax office and returned to the District office with the original being retained by the tax office.

When the certification is provided to the Jefferson County Tax Office, a tape of the certified appraisal roll is also submitted using the Verification of Data Processing Tapes Received Form (Form #91-050-100a) that must be signed by an employee of the Tax Office. The Tax Office then returns to the District the same number of blank tapes equal to the number of tapes used to provide the appraisal roll.

A copy of the final certification is sent to each taxing entity for their records.

02.04 Appraisal Rolls Submitted to Taxing Entities

The Data Department generates the appraisal rolls for each taxing entity in the requested format and submits them to the Assistant Chief Appraiser for delivery to the taxing entities by the appraisers.

02.05 Certification to Property Tax Division

The Chief Appraiser certifies a copy of the County's appraisal roll to the Property Tax Division of the State Comptroller's office.

PTC Sec 26.01(b)

The Data Department submits a computer tape of the appraisal roll to the Property Tax Division by the specified deadline, which varies each year.

PTD Rule 163.6

02.06 Pending Protests

If the ARB approves the appraisal records with pending protests as outlined in Section 06-08.01.02, a listing of those properties that are pending must be furnished to each taxing entity at the time the appraisal roll is certified.

The Administrative Assistant prepares the listing of pending protests that must include the appraised market value, the productivity value if applicable, and the taxable value for each account as determined by the District and also as claimed by the property owner, if available. (Refer to PTC Sec 26.01(c) for procedures if property owner does not render an opinion of value.) PTC Sec 26.01(c)

Once the ARB has determined any pending protests, the values are certified to the taxing entities through the appraisal roll adjustment process outlined in Section 07-03.09.01.

The Tax Calculations and Recaps by Property Use are processed again after the ARB has completed its hearings on the pending protests.

02.07 Files Maintained

The Administrative Assistant maintains a file on the certified values consisting of the signed copy of the certification form, the Tax Calculation, and the Recap by Property Use for each entity.

07-03.00.00 ADJUSTMENTS TO APPRAISAL ROLL

03.01.00 25.25(c) Adjustments

01.01 Adjustments Allowed

Once the appraisal records have been finalized by the ARB, the appraisal roll cannot be changed except as noted below:

1. Any type of clerical error that affects a property owner's liability. A clerical error is defined as an error in writing, copying, computing, etc., that prevents an appraisal roll or tax roll from accurately reflecting a determination made by the ARB, chief appraiser, or assessor.
2. Multiple appraisals of property (double assessments).
3. Inclusion of property that does not exist in the form or at the location described in the appraisal roll.

PTC Sec 25.25(c)

A property owner or the Appraisal District may request changes under this section.

01.02 Limitation on Changes

The ARB is limited to the current year plus a five-year period in which corrections may be made to the appraisal roll. Each tax year beginning on January 1.

01.03 Changes Resulting in Increase in Tax Liability

After the appraisal records are approved, the ARB cannot order an adjustment that will result in an increase in the tax liability of a property owner except in the case of a deleted exemption or a split out of property.

The property owner must be mailed a Notice of Change in Appraisal Records (Form #91-070-300) providing notification of the change. The notice must include a brief explanation of the procedures for protesting the change. Failure to deliver notice to a property owner as required nullifies the change.

PTC Sec 41.11

The Notice of Change forms are processed by the Roll Department. The forms are sent by certified mail and are mailed on the day the ARB meeting is held to approve the change.

01.04 Protest Procedures

A property owner may protest any change ordered by the ARB by filing a Notice of Protest within 30 days after the date the Notice of Change is mailed. The protest filing deadline is indicated in the notice.

PTC Sec 41.44(a)(2)

A protest filed under this provision is handled in the same manner as outlined in Section 06-05.00.00.

01.05 25.25c Motion Filed by Property Owner

If a property owner files a 25.25c Motion (Form #93-070-505) that the District objects to, a hearing must be scheduled before the ARB at their next meeting. The hearing is held in the same manner as a protest hearing as outlined in Section 06-05.00.00. A hearing must be scheduled within 15 days of the date the 25.25c motion is filed. If an ARB meeting date is unknown at that time, a letter must be sent to the property owner within the 15 day deadline stating that a hearing will be scheduled at the next meeting of the ARB.

01.06 Notification Procedures – Taxing Entities

Not later than the 15th day before the date of the hearing on the 25.25c motion, written notice must be provided to the presiding officer of the governing body of each affected taxing entity notifying them of the date, time, and place of the hearing. This notification is sent under the signature of the ARB Secretary.

Each taxing entity is entitled to appear to offer evidence or argument at the hearing.

PTC Sec 25.25(e)

01.07 Tax Payment Requirements

A property owner who files a 25.25c motion must comply with the tax payment requirements of Section 42.08 of the Property Tax Code or the right to a final determination on the motion is forfeited. At the hearing on the motion, the property owner must present tax receipts for all tax years covered by the motion.

Once the motion is filed, a Notice of 42.08 Payment (Form #92-070-504) is mailed to the affected tax offices. This notice informs the tax offices that a protest is pending on the property, indicates the type of protest pending, and gives the property owner's opinion of value, when known, in order for the tax office to calculate the 42.08 payment.

03.02.00 Supplemental Appraisal Records

02.01 Definition

Supplemental appraisal records consist of those properties that should have been on the appraisal roll but escaped taxation. PTC Sec 25.23(a)

02.02 Notification to Property Owner

Once the appraised value of property listed in the supplemental appraisal records has been determined, the Roll Department sends a Notice of Appraised Value to the property owner as outlined in Section 06-01.00.00. PTC Sec 25.23(c)

The Notice of Appraised Value is generated by the Data Department based on the data correction form submitted by the Roll Department.

The Notice of Appraised Value is mailed at least 30 days prior to the date of the ARB meeting to receive the supplemental appraisal records.

02.03 Notification to Taxing Entities

The Property Tax Code no longer requires notification to the taxing entities of the supplemental appraisal records; however, notification is still sent as a courtesy on all supplementals presented after the appraisal roll is certified. Notification is not sent for supplemental appraisal records submitted before the appraisal records are approved by the ARB.

The Office Manager prepares a listing of the taxing entities affected by the supplemental appraisal records as well as the total value for each entity to be supplemented. This list is submitted to the Administrative Assistant who then prepares a letter for the signature of the Chief Appraiser. This letter informs each entity as to the date the supplemental appraisal records will be submitted to the ARB and the total value of the supplemental accounts. The letter is mailed prior to the date of the ARB meeting to receive the supplemental appraisal records.

02.04 Protest Procedures

A property owner may protest a supplemental account by filing a protest within 30 days after the date the Notice of Appraised Value is mailed. The filing deadline will be indicated on the Notice of Appraised Value. PTC Sec 25.23(d)

A protest filed under this provision is handled in the same manner as outlined in Section 06-05.00.00.

03.03.00 25.25h Adjustments

PTC Sec 25.25(h)

03.01 Adjustments Allowed

On the joint motion of the Chief Appraiser and a property owner, any error in the appraised value is corrected under this provision. Normally, the error would cause the

appraised value to exceed the corrected value by at least 20 percent of the corrected value.

03.02 Limitation on Changes

This type of adjustment must be made on the joint motion of the property owner and the Chief Appraiser and can only be made upon the recommendation of either the Assistant Chief Appraiser or the Chief Appraiser.

03.03 Motion Filed

A Joint Motion to Correct Error in Appraisal Records (Form #93-070-309) must be filed prior to the delinquency date for payment of taxes. It requires the signature of both the property owner and the Chief Appraiser. The Administrative Assistant is responsible for processing 25.25h motions once the adjustment has been made by an appraiser and properly approved.

03.04.00 25.25b Adjustments

04.01 Adjustments Allowed

The Chief Appraiser may correct the following types of inaccuracies in the appraisal roll that do not increase the amount of tax liability without further action by the ARB:

1. Late-filed homestead exemptions that are permitted bylaw;
2. Correct the ownership and size of accounts on the appraisal roll to reflect the actual ownership and size of property holdings resulting from changes in ownership, including changes in the per unit value of property and adjustments to values on the changed accounts on the appraisal roll. (Splits and combines)
3. Removal of property from the appraisal rolls if the property was not subject to taxation in the Appraisal District.
4. Correct the market, appraised, or taxable value of property to reflect the value required by law. In the case of changes in the roll due to inaccuracies in the market value of property, the Chief Appraiser may not correct such inaccuracies unless the inaccuracy is one that results in an error of 20 percent or more of the market value listed on the appraisal roll. Reductions in the market, appraised, or taxable value cannot exceed \$1,000,000.

Changes under this section are limited to the current and four previous tax years.

PTC Sec 25.25b

04.02 Motion Filed

If the Appraisal District agrees that an error has been made under this provision, the adjustment is processed in accordance with Section 07-03.06.00 and does not require a formal motion.

A property owner may request that the Chief Appraiser correct an error under this provision by filing a Section 25.25b Motion to Correct Error in Appraisal Records form (#00-070-310).

04.03 Motion Reviewed by Appraiser

An appraiser will review any Section 25.25b Motion to Correct Error in Appraisal Records to determine if an error has been made. If the District does not agree that an error has been made, an adjustment will not be made. Failure for the District to agree to a Section 25.25b Motion filed by a property owner is not appealable to the ARB.

03-05.00 Substantial Error Motions

05.01 Adjustments Allowed

The ARB may only grant a Motion for Substantial Error if all of the following conditions are met:

1. The property was not the subject of a protest hearing during the normal protest period.
2. The property owner did not agree in writing to the valuation.
3. The appraised value exceeds the correct value by more than one-third (33.3%).

05.02 Filing Provisions

At any time prior to the date the taxes become delinquent, a property owner may file a Motion for Hearing to Correct Substantial Error (Form #92-070-304) requesting that the ARB hold a hearing to determine if a substantial error exists.

The Appraisal District reviews all substantial error motions. If the District recommends an adjustment that the property owner agrees to, a Joint Motion to Correct Error in Appraisal Records (25.25h) as outlined in Section 07-03.03.00 is filed.

If a joint motion is not entered into, a hearing must be scheduled within 15 days of the date the substantial error motion is filed. If an ARB meeting date is unknown at that time, a letter must be sent to the property owner within the 15-day deadline stating that a hearing will be scheduled at the next meeting of the ARB. All hearings on substantial error motions are held after the delinquency date for payment of taxes.

PTC Sec 25.25(e)

05.03 Letter of Explanation to Property Owner

If a property owner requests a substantial error motion, a Letter of Explanation – Substantial Error (Form #92-070-306) is also mailed, detailing the procedures for the hearing, the tax payment requirements, and the late penalty provisions.

05.04 Notification Procedures – Property Owner

A property owner is notified of the hearing on the substantial error in the same manner as a protest hearing as outlined in Section 06-05.04.00. The only exception being when the hearing is scheduled, an “S” is entered under type in the scheduling program, and a Notice of Hearing on Motion for Substantial Error (Form #92-070-611) is generated and mailed.

05.05 Notification Procedures – Taxing Entities

Not later than the 15th day before the hearing on the substantial error, written notice must be mailed to the presiding officer of the governing body of each affected taxing entity notifying them of the date, time, and place of the hearing. This notification is sent under the signature of the ARB Secretary.

Each taxing entity is entitled to appear to offer evidence or argument at the hearing.
PTC Sec 25.25(e)

05.06 Tax Payment Requirements

A property owner who files a motion for a substantial error must comply with the tax payment requirements of Section 42.08 of the Property Tax Code or the right to a final determination of the motion is forfeited.

Once the motion is filed, a Notice of 42.08 Payment (Form #92-070-504) is mailed to the affected tax offices. This notice informs the tax office that a protest is pending on the property, indicates the type of protest pending, and gives the property owner's opinion of value, when known, in order for the tax office to calculate the 42.08 payment.

PTC Sec 25.25(e)

05.07 Hearing Held

All hearings on substantial error motions are held after the delinquency date. A hearing is held and a cause folder is prepared in the same manner as a protest hearing as outlined in Sections 6-05.00.00 through 06-05.10.00. At this hearing the property owner must submit a tax receipt indicating that the current year taxes have been paid in accordance with Section 42.08 of the Property Tax Code.

05.08 Final Decision

The ARB makes its final decision on the motion for substantial error in the same manner as a protest as outlined in Section 06-05.12.00 using the Notice of Issuance of Order and Order Determining Motion for Substantial Error (Form #92-070-613, #92-070-614, and #92-070-615).

03.06.00 Adjustments Processed

06.01 Data Change Form Completed

A Data Change Form (Form #91-030-300) must be completed for any type of adjustment outlined in this Section.

The Assistant Chief Appraiser must approve 25.25b, 25.25c, and 25.25h adjustments as well as supplemental appraisal records. The Chief Appraiser must give final approval of 25.25b and 25.25h motions.

For supplementals, 25.25b, and 25.25c motions, the Data Change Form is submitted to the Office Manager for processing. For 25.25h adjustments, the Data Change Form is

submitted to the Administrative Assistant for preparation of the joint motion, then submitted to the Office Manager for processing.

The type of adjustment (25.25b, 25.25c, or 25.25h) is indicated on the Data Change form by the appraiser.

06.02 Special Provisions for Mineral and Industrial Changes

For industrial and mineral accounts, the Industrial Appraising Firm must submit all value changes.

The Industrial Appraising Firm submits the changes in the form of a computer printout, listing the status of the account before and after the recommended change. Depending on the volume of changes submitted, the appraiser either prepares a Data Change Form as outlined above or indicates the District account number on the computer listing and submits the listing to the Office Manager.

06.03 Account History Record Generated

Based on the Data Change Form or account listing from the Industrial Appraising Firm submitted, the Roll Department generates an Account History Record for each change affecting the current year appraisal roll. Account History Records cannot be generated for any adjustments affecting previous years' appraisal rolls. Refer to Sections 06-03.02.00 and 06-03.03.01 for procedures relating to the generation and assignment of the Account History Records.

The Account History Record is submitted to the Secretary in order to assign the record to the appraiser who initiated the change on the account.

The appraiser then updates the Account History record for the change and returns it to the Office Manager for filing.

06.04 Cause Number Assigned

The Office Manager separates the adjustments by year and type of change, and then assigns a cause number to each group of adjustments. The adjustments are grouped by type of change as follows:

1. Value increases and name and address corrections
2. Value reductions (25.25b and 25.25h motions, final judgments on lawsuits)
3. Exemptions granted (residential homesteads)
4. Exemptions deleted
5. Supplementals
6. Substantial errors and timely filed protests that have individual cause numbers

06.05 Change Year Codes and Notice Numbers Assigned

Prior to keying any adjustments to the computer, the Data Department designates the change year codes to be used and obtains the notice number for the Certification of Board Change from the Administrative Assistant. Refer to Section 07-03.09.01 for further information on the notice numbers.

06.06 Special Work Files Maintained

The Data Change Forms for the required adjustments are submitted to the Data Department and the Previous Special Work Files for the appropriate tax years are reset and updated for the adjustments and the following information:

1. ARB Code: 1 – ARB: value increase
 3 – ARB: substantial error
 4 – ARB: supplemental
 5 – Chief Appraiser: value reduction, name and address change
 6 – Chief Appraiser: new exemption
 7 – ARB: deleted exemption
 8 – Chief Appraiser: final judgment
 10 – Chief Appraiser: exemption proration
2. Cause number as assigned by the Office Manager
3. Change year code as assigned by the Data Department

These files are used for work purposes only; the tax masters are not updated at this point.

06.07 Reports Generated and Proofed

The Data Department generates a report listing each account being presented to the ARB, indicating the status of the account before and after the recommended change. One report listing is generated for each cause number assigned by the Office Manager.

The reports are then submitted to the Roll Department for proofing. Any corrections made are noted on the report and returned to the Data Department for revisions.

Once the reports are determined to be correct, nine small log reports are generated by cause number for the ARB meeting.

03.07.00 Approval Procedures

07.01 Adjustments Approved by ARB

The ARB meets as needed to approve adjustments to the appraisal roll. Generally, meetings are held during the months of November, December, late February, and March. A meeting is not held to approve adjustments to prior years' appraisal roll during the current year protest process. If supplemental appraisal records are submitted at a meeting, a second meeting is scheduled within 30 days to approve them. Typically, the Office Manager mails out Notices of Appraised Value on the supplementals at least 30 days prior to meeting to receive them, allowing the required 30-day protest period prior to the meeting to approve the records. However, if a protest has been filed on the supplemental appraisal records and the protest has not been determined, the ARB must postpone approval until the protest has been heard.

PTC Sec 25.23d

The Office Manager is present at each meeting of the ARB to present all adjustments to the appraisal rolls. These adjustments are submitted in the form of the log reports generated by the Data Department. Chief Appraiser changes, being 25.25b motions,

granted exemptions, and final judgments on lawsuits, do not require ARB approval and are not submitted to them.

07.02 Documentation Required

When the supplemental appraisal records are submitted to the ARB, an Affidavit of Chief Appraiser – Submission of Supplemental Appraisal Records (Form #91-070-301) must also be submitted.

When the supplemental appraisal records are approved by the ARB, an Order Approving Supplemental Appraisal Records (Form #91-070-302) must be signed by the Board.

For any other adjustments ordered by the ARB, an Order to Correct Appraisal Records (Form #91-070-303) must be completed.

The documents for the supplemental appraisal records are maintained in the ARB meeting folder. The Orders to Correct Appraisal Records are attached to the approved adjustments and maintained by the Office Manager. The Administrative Assistant maintains the Determination of Section 25.25c Motions.

03.08.00 Post Approval Procedures

08.01 Posting Procedures

Once the adjustments have been approved by the ARB, the Roll Department posts the adjustments to the hard copy of the appraisal roll.

08.02 Tax Master Maintained

Once the adjustments have been approved by the ARB, the Data Department updates the adjustments from the Previous Special files to the Tax Master files.

If the ARB does not approve some of the adjustments as submitted, the Office Manager submits the Data Correction Forms to the Data Department. The Previous Special files for these accounts are reset to the original status of the account prior to the proposed change.

08.03 Post ARB Letters Mailed

A Post ARB Letter (Form #85-070-408) is mailed on all accounts with a value change approved by the ARB, a Recommended Change Letter – Homestead Exemption (Form #96-070-413) is mailed on accounts granted a homestead exemption, and a Chief Appraiser Change Letter (Form #98-070-414) is mailed on all 25.25b motions, granted homestead exemptions, and final judgments.

These letters are generated and printed by the Data Department and prepared for first-class mailing by the Roll Department.

08.04 25.25b Quarterly Reports

Before the 10th day after the end of each calendar quarter, the Chief Appraiser submits a written report of each change made under section 25.25b that decreases the tax liability of the property owner to the Secretaries of the Board of Directors and the Appraisal Review Board. This report includes a description of each property and the name of the property owner. PTC Sec 25.25b

03.09.00 Certification Procedures

09.01 Certification of Changes to Taxing Entities

Once the ARB has approved the adjustments to the appraisal records, the changes are certified to the taxing entities. The adjustments are divided by tax year and the type of change as follows:

1. Board Changes
2. Supplementals
3. Chief Appraiser Changes
4. Substantial Errors

The Administrative Coordinator updates the Certification of Change Letters (Form #91-070-202, #91-070-203, #91-070-204, and #92-070-205) for the following information:

1. Date of ARB meeting to approve change (not for Chief Appraiser changes)
2. Date the changes were entered into the appraisal roll
3. Data changes certified to the taxing entities

The Data Department then generates the Certification of Change Letters and the value reports listed below for each taxing entity:

1. Log report of changes
2. Tax Calculation (ADP3TAXC)
3. Recap by Property Use Code (ADP3R4)

If an entity was not affected by the changes, the Certification Letters and value reports will reflect a "\$0" change in value.

The reports are submitted to the Administrative Assistant to prepare for certification to the taxing entities in the same manner outlined in Section 07-02.02.03. An exception being that three sets of Special Entity Log Reports are generated for Jefferson County, with two being submitted to the Tax Assessor and one being submitted to the Auditor's office. For the current tax year changes, an additional set of reports for Jefferson County is printed for certification to the Property Tax Division as outlined below.

09.02 Certification of Changes to Property Tax Division

For all changes made through December 1st of the current tax year, a computer tape of the updated appraisal roll is generated by the Data Department and submitted to the Property Tax Division.

In addition to the computer tape, one set of the certification reports for Jefferson County for the current tax year are also submitted to the Property Tax Division. These reports are submitted throughout the year.

09.03 Post Certification Computer Maintenance

The Data Department backs up and clears out the Special Work files. All changes are then keyed to the Current Tax Master from the most current Previous Year Tax Master.

The necessary revaluation data is keyed to the Reval Drawing Master.

The Account History Record is updated for the date of the ARB meeting to approve the change using the Mass Update Option.

All new accounts created must be keyed to the Current Year Master for the necessary account history information.

07-04.00.00 MISCELLANEOUS PROVISIONS

04.01.00 Lists Maintained

01.01 Alphabetical Listing

The District must maintain an alphabetical index of property owners containing the name of the owner and the account number of the property.

PTD Rule 155.9

01.02 Geographic Listing

A listing in geographic, or account number, order is also maintained and serves as the appraisal roll of the Jefferson County Appraisal District.

SECTION 12-00.00.00 BOARD OF DIRECTORS

12-01.00.00 BOARD MEMBERS

01.01.00 General Provisions

01.01 Number of Board Members

The Appraisal District is governed by a Board of Directors comprised of five (5) members. PTC Sec 6.03(a)

01.02 Eligibility Requirements

To be to serve on the Board, an individual must be a resident of the District and must have resided in the District for at least two years immediately preceding the date of taking office. An employee of a taxing unit that participates in the District may not serve on the Board; however, an elected official or member of the governing body of a participating taxing unit may serve. PTC Sec 6.03(a)

01.03 Appointment Procedures

Members of the Board of Directors are appointed by vote of the governing bodies of the cities, school districts, county, and conservation and reclamation districts in the District. Any other districts are not entitled to vote. In the election process, the conservation and reclamation districts are counted as one entity. PTC Sec 6.03(c)

01.02.00 Election Process – Generally

02.01 Election Duties Assigned

The duties as outlined in this section as they apply to the election of the Board of Directors are the responsibility of the Chief Appraiser but are delegated to the Administrative Assistant.

02.02 Election Year Defined

Since the Board of Director members serve two-year, unstagged terms of office beginning January 1 of each even-numbered year, the election process shall take place in each odd-numbered year.

02.03 Voting Entitlement Calculations

The voting allocation for each taxing unit entitled to vote for the Board of Directors is determined in the following manner:

Divide the total dollar amount of property taxes imposed in the District by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the District for that year by all taxing units that are entitled to vote, multiply the quotient by 1,000, and round the product to the nearest whole number.

That number is then multiplied by 5, which is the number of directorships to be filled and is the taxing unit's voting entitlement. PTC Sec 6.03(d)

01.03.00 Election Process – Conservation and Reclamation Districts

03.01 Eligibility to Participate

Conservation and Reclamation Districts are entitled to participate in the election of the Board of Directors only if at least one of these districts delivers a written request to participate to the Chief Appraiser by June 1 of each election year.

PTC Sec 6.03(c)

03.02 Written Notification of Voting Allocations

Before July 1 of each election year, the Chief Appraiser delivers written notification to each conservation and reclamation district of its voting entitlement and right to nominate a person to the Board of Directors.

PTC Sec 6.03(f)

03.03 Conservation and Reclamation Districts Submit Nominations

Each conservation and reclamation district may nominate one candidate for the Board. The vote must be recorded in the form of a resolution adopted by the governing body. The presiding officer of the governing body of the taxing unit must then submit the name of the unit's nominee to the Chief Appraiser before July 15 of each election year.

PTC Sec 6.03(h)

03.04 Ballot Prepared

Before August 1 of each election year, the Administrative Assistant prepares a ballot listing the candidates of the conservation and reclamation districts alphabetically, and the Chief Appraiser must submit a copy of the ballot to the presiding officer of the governing body of each conservation and reclamation district.

PTC Sec 6.03(h)

03.05 Conservation and Reclamation Districts Cast Votes

The governing body of each conservation and reclamation district must determine its vote by resolution and submit it to the Chief Appraiser before August 15 of each election year.

PTC Sec 6.03(h)

A governing body may cast all of its votes for one candidate or distribute its votes among candidates.

PTC Sec 6.03(c)

03.06 Voting Results Announced

The nominee on the ballot with the most votes is the nominee of the conservation and reclamation districts if the nominee received more than 10 percent of the votes entitled to be cast. The nominee of the conservation and reclamation districts will be placed on the ballot with the candidates nominated by the other taxing entities as outlined in Section 12-01.05.00.

The Chief Appraiser shall resolve a tie vote by any method of chance.
PTC Sec 6.03(h)

If no nominee of the conservation and reclamation districts receives more than 10 percent of the votes entitled to be cast, the Chief Appraiser must notify the presiding officer of the governing body of the conservation and reclamation districts before September 1 of their failure to select a nominee. Another election will take place as outlined in Section 6.03(i) of the Property Tax Code. PTC Sec 6.03(i)

01.04.00 Election Process – Cities, School Districts, and County

04.01 Written Notification of Voting Allocations

Before October 1 of each election year, the Chief Appraiser must deliver written notice of each taxing entity's voting entitlement to the presiding officer of the governing body and the chief executive officer of the County, cities, and school districts participating in the District. PTC Sec 6.03(e)

04.02 Taxing Entities Submit Nominations

Each taxing entity that is entitled to vote on the Board of Directors under this provision may nominate one candidate for each position to be filled on the Board. The vote must be recorded in the form of a resolution adopted by the governing body and submitted to the Chief Appraiser before October 15 of each election year. PTC Sec 6.03(g)

01.05.00 Election Process – All Entities Entitled to Vote

05.01 Ballot Prepared

Before October 30 of each election year, the Administrative Assistant prepares a ballot listing the candidates of all entities entitled to vote alphabetically, and the Chief Appraiser must submit a copy of the ballot to the presiding officer of the governing body of all taxing entities entitled to vote. PTC Sec 6.03(j)

05.02 Taxing Entities Cast Votes

The governing body of each taxing entity entitled to vote must determine its vote by resolution and submit it to the Chief Appraiser before December 15 of each election year. PTC Sec 6.03(k)

A governing body may cast all of its votes for one candidate or distribute its votes among candidates. PTC Sec 6.03(c)

For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received the entire votes cast by these district.

PTC Sec 6.03(k0)

05.03 Voting Results Announced

The Chief Appraiser counts the votes, declares the five candidates who receive the largest cumulative vote totals elected, and submits the results before December 31 of each election year to the governing body of all taxing units in the District and to the candidates.

In the case of a tie, the Chief Appraiser will resolve the tie by any method of chance.
PTC Sec 6.03(k)

01.06.00 Board Members Sworn Into Office

06.01 Statement of Sworn Officer

The Board Members must sign a notarized Statement of Officer (Form #91-060-100) prior to taking office. This procedure is required even if the member has been reappointed to the Board.

The Board Members subscribe to the Statement of Sworn Officer prior to the beginning of the meeting at which they take the Oath of Office.

The Statement of Officer forms are maintained in the Administration files.

06.02 Oath of Office Administered

At the first meeting of the newly elected Board of Directors, the members are administered the Oath of Office (Form #91-060-101). The Oath must be taken and signed before a Notary Public.

The Oath of Office forms are maintained in the Administration files.

01.07.00 Board Officers

07.01 Officers Named

The officers of the Board of Directors are the Chairperson and Secretary.

07.02 Term of Office

The officers serve a one-year term of office from January 1 through December 31.

07.03 Election of Officers

Officers are elected by majority vote of the Board at its first meeting of the year. Election of officers must be placed as an action item on the meeting agenda.

01.08.00 Vacancy Procedures

PTC Sec 6.03(l)

08.01 Vacancy Declared

Should a vacancy occur on the Board, the Board may declare the position vacant at a meeting for which declaring a vacancy on the Board has been listed as an agenda item.

The Board is not required to fill an unexpired term.

08.02 Taxing Entities Notified of Vacancy

Once a position has been declared vacant by the Board, the taxing entities are notified in writing that a vacancy exists and are informed of the procedures for submitting a nomination.

A notification letter is prepared from the Secretary of the Board and provides for an acknowledgment of receipt by each taxing entity.

08.03 Taxing Entities Submit Nominations

Each taxing entity that is entitled to vote on the Board may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing entity shall submit the name of its nominee to the Chief Appraiser within ten days after notification from the Board of Directors of the existence of the vacancy.

08.04 List of Nominees Submitted to Board

The Chief Appraiser prepares and delivers to the Board of Directors a list of the nominees within 5 days of the deadline for receiving nominees from the taxing entities.

08.05 Election Held

At a meeting of the Board that lists the election of the Board member as an action item, the Board will elect by majority vote one of the nominees to fill the vacancy.

12-02.00.00 BOARD MEETINGS

02.01.00 General Provisions

01.01 Duties Assigned

The duties as outlined in this section as they apply to preparing and posting the agenda are the responsibility of the Chief Appraiser, under the direction of the Chairperson of the Board, and are delegated to the Administrative Assistant.

02.02.00 Regular Board Meetings

02.01 Agenda Prepared

Two agendas are prepared for each meeting of the Board. One agenda is posted at the County Clerk's office and the other is posted to the front door of the District office.

The agendas are same in content, with the only difference being the acknowledgment of posting as discussed below.

02.02 Agenda Contents

The agenda contains the following information:

1. Statement that the agenda was posted in accordance with the Open Meetings Act
2. Date, time, and place of meeting
3. Type of meeting: regular, special, workshop, or executive
4. Roll call
5. Consent Agenda Items
 - a. Minutes
 - b. Taxpayer Liaison Officer Report
6. Action Items
7. Workshop sessions or executive sessions as needed
8. Information items
9. Public comments
10. Adjournment
11. Acknowledgment from County Clerk or Administrative Assistant that agenda was posted and the date and time of posting

02.03 Open Meetings Provisions

The agenda must be posted in accordance with Section 551.000 et seq of the Texas Government Code, providing at least 72 hours notice prior to the scheduled time of the meeting.

02.04 Agenda Posted

To post the agenda with the County Clerk, an original and two copies of the agenda are given to an appraiser who hand delivers them to the County Clerk. The County Clerk retains the two copies of the agenda and date-stamps the original, which is returned by the appraiser to the Administrative Assistant for filing.

To post the agenda to the front door of the Appraisal District office, an agenda with an acknowledgment by the Administrative Assistant as to the date and time the agenda was posted is prepared, with a copy being posted to the front door and the original retained for the files.

02.05 Agenda Mailed to Taxing Entities

On the Thursday before each Board meeting, or on any other day providing at least 72 hours notification, a copy of the meeting agenda is mailed to the chief executive officer and the presiding officer of the governing body of each taxing entity, the news media, and any other person requesting to be placed on the agenda mailing list.

02.06 Board Packet Prepared

On the Thursday before each Board meeting, or on any other day providing at least 72-hour notification, a packet containing the information for the Board meeting is mailed to each Board member.

The packet contains the following information:

1. Copy of agenda
2. Copy of minutes to be approved
3. Copy of materials to be reviewed and/or approved at the meeting

02.03.00 Emergency Meetings

03.01 Emergency Defined

An emergency meeting may only be held to address an item that is a threat to the public health and safety of citizens in the District or to address a situation not anticipated by the Board that demands their immediate action.

03.02 Agenda Prepared

As provided by the Open Meetings Act, the agenda for an emergency meeting must be posted at least two hours prior to the meeting.

03.03 Agenda Requirements

All other procedures pertaining to preparing and posting the agenda as outlined for regular board meetings are followed for emergency meetings.

03.04 Special Notification Provisions

Due to the time restrictions involved in an emergency meeting, the news media is notified of the meeting by telephone. The taxing entities are only notified of the meeting if the action to be taken by the Board would affect them detrimentally.

02.04.00 Executive Sessions

04.01 Executive Sessions Defined

The Board may only meet in executive, or closed, meetings for the following reasons:

1. To consult with the District's legal counsel concerning pending or contemplated litigation
2. To discuss leasing or acquiring real property
3. To discuss personnel matters

04.02 Agenda Requirements

The Board may hold an executive session as a separate meeting expressly held for that purpose or in conjunction with a regular meeting of the Board. If an executive session is being held in conjunction with a regular meeting, the executive session must be placed on the agenda, stating its purpose.

If a meeting is being held expressly for an executive session, the agenda is prepared and posted in the same manner as a regular meeting.

04.03 Certified Agenda Required

The Board must complete a certified agenda for every executive session. The agenda must contain the following information:

1. Date and time Board entered into executive session
2. Subject of discussion
3. Any action taken by the Board
4. Date and time Board adjourned executive session

04.04 Action Taken

If the matter discussed by the Board in executive session requires action, the action must be listed as an action item on the agenda, and the Board must taken action in open session.

02.05.00 Workshop Sessions

05.01 Workshop Defined

A workshop session is held by the Board to discuss in depth any matter requiring the Board's attention. Action may or may not result from a workshop session.

If action is required, an action item must be placed on the agenda.

05.02 Agenda Requirements

The Board may hold a workshop session as a separate meeting expressly held for that purpose or in conjunction with the regular monthly meeting. If the workshop session is being held in conjunction with the regular meeting, the workshop session must be placed on the agenda, stating its purpose.

If a meeting is called expressly for the purpose of holding a workshop session, the agenda is prepared and posted in the same manner as a regular meeting.

12-03.00.00 BOARD MINUTES

03.01.00 General Provisions

01.01 Duties Assigned

The Administrative Assistant is responsible for taking, preparing, and maintaining the minutes of the meetings of the Board under the direction of the Chief Appraiser and Secretary of the Board.

01.02 Contents of Minutes

The minutes must contain the following information:

1. Date, time, and place meeting held
2. Type of meeting: regular, special, workshop, emergency, or executive

3. Statement that the agenda was posted in accordance with the Open Meetings Act
4. Short summary of each topic considered by the Board, including any pertinent comments or points made
5. All motions for action, including the member making the motion, the member seconding the motion, and the vote of each member indicating whether the motion passed or failed
6. Time meeting adjourned

01.03 Minutes Approved

The minutes of the meetings must be approved by the Board at a subsequent meeting for which approval of the minutes has been listed as an agenda item.

The Chairperson and Secretary of the Board sign all approved minutes.

01.04 Minute Book Maintained

The originals of all minutes are retained in a permanent minute book.

01.05 Minute Files

A file folder is also maintained for each meeting of the Board that includes copies of the following information:

1. Agenda
2. Minutes
3. Any items presented to the Board
4. Resolutions passed
5. Notes of meeting

01.06 Tape Recordings

All meetings of the Board, with the exception of executive sessions, are tape recorded.

12-04.00.00 RESOLUTIONS

04.01.00 General Provisions

01.01 Resolution Required

Certain items requiring the approval of the Board are handled in resolution format. Resolutions are used for the following items:

1. Approval of budget
2. Budget amendments
3. Approval of pertinent contracts
4. Designation of bank depository
5. Check signing authority
6. Revisions to personnel policies and Board Policy Manual
7. Appointment of Appraisal Review Board members
8. Ratification of actions taken by Chief Appraiser prior to obtaining Board approval
9. Amendments to the Records Management Policy or Records Control Schedules

The Chief Appraiser may require that other action items be approved in resolution format as he deems necessary.

01.02 Approval Procedures

All resolutions must be approved as an action items and require the signature of the Chairperson and Secretary of the Board.

01.03 Resolutions Register

The Administrative Assistant maintains a Resolutions Register containing the following information:

1. Proposed resolutions presented to the Board
 - a. Date of meeting
 - b. Proposed resolution number
 - c. Purpose of resolution
 - d. Whether or not resolution was approved
 - e. Date approved
 - f. Assigned resolution number if approved
2. Adopted resolutions approved by the Board
 - a. Resolution number
 - b. Date adopted
 - c. Purpose of resolution
 - d. Cross reference number of any resolution pertaining to this resolution
 - e. Number of any resolution voided by this resolution
 - f. Number of any resolution amended by this resolution

01.04 Resolution Book

All original resolutions are maintained in a permanent resolutions book.

12-05.00.00 CONFLICT OF INTEREST

05.01.00 General Provisions

01.01 Conflict of Interest Defined

Article 988b, VTCS, requires a Board member to abstain from participating in or voting on any matter in which a substantial interest is held.

Substantial interest is defined as:

1. Ownership of 10 percent or more of the voting stock or shares of the business entity or ownership of \$5,000 or more of the fair market value of the business entity,
2. Funds received by the person from the business entity exceed 10 percent of the Board member's gross income for the previous years,
3. Ownership of \$2,500 or more of the fair market value of real property if the interest is an equitable or legal ownership, or

4. A person related in the first degree by either affinity or consanguinity to the Board member has a substantial interest as outlined above.

01.02 Affidavit Required

If a Board member has a substantial interest in any matter presented to the Board, he must file an Affidavit of Conflict of Interest (Form #91-060-102) prior to the Board meeting.

All affidavits are maintained in the Administration files.

12-06.00.00 MISCELLANEOUS PROVISIONS

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01.01 Board Policy Manual

The Board has adopted a Board Policy Manual to be followed in conducting the operations of the Board. The Manual can be revised only with the approval of the Board.

A listing of all changes made to the Board Policy Manual is maintained, and all changes are documented using a Board Policy Manual Change Form (Form #91-060-103).

01.02 Index of Board Actions

An index of the actions taken by the Board is maintained by subject and contains the following information:

1. Date action taken
2. Summary of action taken
3. Volume and page number of minute book of meeting action taken at

01.03 Attendance Roster

A roster is maintained indicating the dates of each Board meeting and the attendance by each member.

**JEFFERSON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS POLICY MANUAL**

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1-00.00: ORGANIZATION

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01.01 Eligibility

The Appraisal District is governed by a Board of five Directors. If the County Tax Assessor-Collector is not appointed to the Board, the County Tax Assessor-Collector serves as a nonvoting Director. To be eligible to serve on the Board of Directors, an individual other than the County Tax Assessor-Collector serving as a nonvoting Director must be a resident of the District and must have resided in the District for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the Board is not ineligible because of membership on the governing body of a taxing unit or because the individual is an elected official. However, an employee of a taxing unit that participates in the District is not eligible to serve on the Board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the District.

PTC Sec. 6.03(a)
Revised 2/17/88
Resolution #88-6
Revised 11/12/97
Resolution #97-24

01.02 Method of Selection

PTC Sec. 6.03(c-k)

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting Director, are appointed by vote of the governing bodies of the cities, school districts, conservation and reclamation districts, and the County that participate in the District. Any other special district is not entitled to vote. A governing body may cast all of its votes for one candidate or distribute them among candidates for any number of directorships.

Revised 11/12/97
Resolution #97-24

The voting entitlement of a taxing entity that is entitled to vote for the Board of Directors is determined by dividing the total dollar amount of property taxes imposed in the District by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the District for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

Conservation and reclamation districts jointly are allowed one nominee in the final election for the Board of Directors. All other taxing units that are entitled to vote may make as many as five nominations, being the number of directorships available on the Board.

In order for the conservation and reclamation districts to be entitled to vote in the election process for the Board of Directors, at least one of these special districts must make a written request to the Chief Appraiser by June 1 of each election year. If this request is made, two separate elections will be held for the Board of Directors. The first election is held for the conservation and reclamation districts only in order to determine their nominee for the Board of Directors. The second election is held for all taxing units entitled to vote in order to determine those candidates that will serve as the Board of Directors.

All dates given in the election process apply to each odd-numbered year, being an election year.

The first election process begins when the Chief Appraiser certifies a list of all conservation and reclamation districts that will be entitled to vote, which must be done before June 15. Before July 1 the Chief Appraiser must calculate the number of votes each conservation and reclamation district is entitled to and deliver written notice of the voting allocation to the presiding officer of each of these districts.

Each conservation and reclamation district may nominate by resolution adopted by its governing body one candidate for the District's Board of Directors. The name must be submitted to the Chief Appraiser before July 15. Before August 1 the Chief Appraiser must prepare a ballot, listing all of the nominees of these special districts alphabetically by surname, and deliver a copy of the ballot to the presiding officer of the board of each of these special districts. The board of directors of each of these districts must determine its vote by resolution and submit it to the Chief Appraiser before August 15. The candidate receiving the largest vote total shall be the nominee of the conservation and reclamation districts.

In the second election the nominees of the County, cities, and school districts are submitted, then all taxing units that are entitled to vote, including the conservation and reclamation districts, cast their votes. The election process begins when the Chief Appraiser calculates the number of votes to which each taxing unit other than a conservation and reclamation district is entitled to and delivers written notice of the voting entitlement to the County Judge and each County Commissioner, the presiding officer of the city council and the city manager of each city participating in the District, and to the presiding officer of the board of trustees and the superintendent of each school district participating in the District before October 1.

Each of these taxing units may nominate by resolution adopted by its governing body one candidate for each position to be filled on the Board of Directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the Chief Appraiser before October 15. Before October 30 the Chief Appraiser shall prepare a ballot, listing the candidates alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the

governing body of each taxing entity that is entitled to vote including the conservation and reclamation districts.

The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the Chief Appraiser before December 15. The Chief Appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing entity in the District and to the candidates.

The candidate who receives the majority of the votes of the conservation and reclamation districts shall receive all of the votes of these districts.

The Chief Appraiser shall resolve a tie vote in either election by any method of chance.

Revised 10/15/03
Resolution #03-09
Revised 11/20/91
Resolution #91-12

01.03 Term of Office

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting director, serve two-year terms beginning on January 1 of even-numbered years.

PTC Sec. 6.03(b)
Revised 11/12/97
Resolution #97-24

01.04 Board Vacancy

If a vacancy occurs on the Board of Directors, other than a vacancy in the position held by the County Tax Assessor-Collector serving as a nonvoting Director, each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the Chief Appraiser within ten days after notification from the Board of Directors of the existence of the vacancy, and the Chief Appraiser shall prepare and deliver to the Board of Directors within five days a list of the nominees. The Board of Directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

PTC Sec. 6.03(1)
Revised 2/17/88
Resolution #88-7
Revised 11/12/97
Resolution #97-24

01.05 Changes in Board Membership or Selection

The Board of Directors, by resolution adopted and delivered to each taxing unit participating in the District before August 15, may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, unless the governing body of a taxing unit that is entitled to vote on the appointment of the Board Members adopts a resolution opposing the change, and files it with the Board of Directors before September 1. If a change is rejected, the Board shall notify, in writing, each taxing unit participating the District before September 15.

PTC Sec. 6.031(a)

The taxing units participating in the Appraisal District may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, if the governing bodies of three-fourths of the taxing units that are entitled to vote on the appointment of Board members adopt resolutions providing for the change. However, a change under this subsection is not valid if it reduces the voting entitlement of one or more taxing units that do not adopt a resolution proposing it to less than a majority of the voting entitlement under Section 1-01.02 of the manual or if it reduces the voting entitlement of any taxing unit that does not adopt a resolution proposing it to less than 50 percent of its voting entitlement under Section 1-01.02 of this manual and if that taxing unit's allocation of the budget is not reduced to the same proportional percentage amount, or if it expands the types of taxing units that are entitled to vote on appointment of Board members.

An official copy of a resolution under this section must be filed with the Chief Appraiser after June 30 and before October 1 of a year in which Board members are appointed or the resolution is ineffective.

Before October 5 of each year in which Board members are appointed, the Chief Appraiser shall determine whether a sufficient number of eligible taxing units have filed valid resolutions proposing a change for the change to take effect. The Chief Appraiser shall notify each taxing unit participating in the District of each change that is adopted before October 10.

A change in membership or selection made as provided by this section remains in effect until changed in a manner provided by this section or rescinded by resolution of a majority of the governing bodies that are entitled to vote on appointment of Board members under Section 1-01.02 of this manual.

PTC Sec. 6.031
Revised 2/17/88
Resolution #88-7

01.06 Appointed Officials

Members of the Board are considered appointed officials of a political subdivision of the State of Texas and are bound by the provisions of the Texas Constitution and statutes regarding appointed officials.

01.07 Removal From Office

A member of the Board of Directors of the Appraisal District may be removed from office in accordance with Article 5970-5982, VTCS.

1-02.00 Officers of the Board

02.01 Election of Officers

At its first meeting each calendar year, the Board shall elect from its members a Chairman and a Secretary.

PTC Sec. 6.04(a)

Other offices such as Vice-Chairman and Treasurer may also be elected.

02.02 Duties of the Chairman

The Chairman shall preside over all meetings of the Board. The Chairman is responsible for following parliamentary rules of order and those rules of procedure adopted by the Board, and for keeping all members of the Board aware of materials received. The Chairman will work closely with the Chief Appraiser to ensure that Board policies and procedures are carried out. The Chairman will represent the Board in speaking about the Appraisal District to the media, general public, taxing units, and other interested parties and organizations.

02.03 Duties of the Secretary

Under the direction of the Secretary, minutes of all meetings of the Board shall be maintained and recorded as the official acts of the Board. In the absence of the Chairman, the Secretary shall preside over all meetings of the Board.

02.04 Participation of Chairman

The Chairman of the Board shall have authority to fully participate in debate, discussion, or voting on an equal basis with other members. However, the opinion or vote of the Chair shall be given no greater weight than that of any other member.

Resolution #82-11

1-03.00 Oath of Office

03.01 General

All Board members are required to take the Oath of Office provided by the Texas Constitution before beginning their term of office. The earliest date that the oath can be administered is January 1 of the year in which the terms begins. Members of the Board must be duly sworn before taking any official action. The oath must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

Exhibit #1

03.02 Statement of Officer

Prior to taking the Oath of Office and entering into the duties of office, each newly appointed Board member is required to file a Statement of Officer to be filed with the Appraisal District office.

Revised 10/15/03
Resolution #03-9 Exhibit

#1-2

This statement will be administered once a Board member has been elected and before the term of office begins. It must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

Revised 11/20/91
Resolution #91-12

1-04.00 Meetings of the Board

04.01 Quorum

At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business.

PTC Sec. 6.04(a)

04.02 Regular Meetings

Regular meetings of the Board of Directors shall be held the third Wednesday of each month at 4:00 p.m. at the Appraisal District office, 4610 S. Fourth Street, Beaumont, or at such time or place as the Board may decide. The Board may hold Workshop Sessions at 3:00 p.m. as necessary prior to the Regular Board Meetings.

Revised 1/16/85
Resolution #85-4
Revised 11/13/96
Resolution #96-21
Revised 10/15/03
Resolution #03-09

04.03 Special Meetings

Special meetings of the Board may be called by the Chairman or upon the written request of at least three members of the Board.

04.04 Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall be followed by the Chairman in the conduct of all meetings of the Board.

04.05 Agenda

An agenda shall be prepared under the direction of the Chief Appraiser and the Chairman of the Board. For an item of business to appear on the agenda, the Chief Appraiser or Chairman must be notified no later than one week in advance of the called meeting. Otherwise, the item of business will be placed on the agenda for the next meeting of the Board.

The agenda shall be separated into two sections: the consent agenda and the regular agenda. The consent agenda shall contain all routine items that do not require discussion and can be approved as one action item. If any member of the Board requests, any item on the consent agenda must be removed and considered as an item on the regular agenda.

The regular agenda shall contain all other items for the Board's approval that need separate discussion and approval.

Revised 9/11/96
Resolution #96-19

04.06 Open Meetings Act

Notice of the meeting shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting. In the case of an emergency, the nature of which shall be expressed in the notice, it shall be sufficient if the notice is posted two hours before the meeting is convened.

Except as otherwise provided by Section 551.000 et seq of the Texas Government Code, all meetings shall be open to the public. No closed or executive meeting shall be held unless the Board has first been convened in open meeting for which notice has been given. For all closed, or executive sessions, a certified agenda must be kept indicating the time at which the closed meeting began and ended, the subject matter discussed, and a record of any further action taken. Said certified agenda must be kept on record for at least a two-year period after the date of the meeting.

Revised 9/8/87
Resolution #87-12
Revised 12/16/87
Resolution #87-17

04.07 Amendment of Rules

Rules of the Board under this section 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.

1-05.00 General Provisions

05.01 Compensation and Expenses

Members of the Board may not receive compensation for service on the Board but are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties.

PTC Sec. 6.04(c)

Any expenses incurred by a Board member must be submitted to the Chief Appraiser for reimbursement. All expenses reimbursed to Board members must be attached to and made a part of the monthly financial statement for Board approval.

05.02 Out-of-District Travel

All overnight travel of Board of Director members must be pre-approved by the Board of Directors and must be within the limits of the budget. Should the need for travel arise prior to the next scheduled Board meeting, the Chief Appraiser shall obtain approval for the travel from a majority of the Board members and ratify the action at the next scheduled Board meeting.

Revised 10/21/87
Resolution #87-15

05.03 Conflict of Interest

In accordance with Article 988b, VTCS, whenever a Board member has a "substantial interest" in any matter pending before the Board of Directors, the Board member must:

1. Prior to any discussion or vote on the matter, file a sworn affidavit disclosing the nature of his interest in the matter; (Refer to Exhibit #2)
2. Abstain from participating in the discussion and vote on the matter.

Failure to comply with the law can subject a violator to a fine, jail term, and other penalties.

A person has a substantial interest in a business if:

1. The person owns 10 percent or more of the voting stock or shares of the business entity or owns \$5,000 or more of the fair market value of the business entity; or
2. Funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year; or

3. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or

4. An interest of a person related in the first degree by either affinity or consanguinity to the local public official is a "substantial interest."

Revised 2/17/88
Resolution #88-8

1-06.00 Statutory Purpose

06.01 Appraisal District Established

An appraisal district is established in each county.

PTC Sec. 6.01(a)

06.02 Responsibility

The District is responsible for appraising property in the District for ad valorem tax purposes of the State and of each taxing unit that imposes ad valorem taxes on property in the District.

PTC Sec. 6.01(b)

06.03 Political Subdivision

The Appraisal District is a political subdivision of the State.

PTC Sec. 6.01(c)

1-07.00 Establishment of Appraisal Office

07.01 General

The Appraisal District shall establish an appraisal office.

PTC Sec. 6.05(a)

The Board of Directors may contract with an appraisal office in another district or with a taxing unit in the District to perform the duties of the appraisal office for the District.

PTC Sec. 6.05(b)

1-08.00 Miscellaneous

08.01 General

The Chairman of the Board has the authority to appoint committees as deemed necessary, without the approval of the Board, an exception being the Retirement Administrative Committee which requires the full approval of the Board. Such appointments, however, shall be reported at the next meeting of the Board of Directors.

All meetings of the Board, excluding Executive Sessions, shall be tape recorded and the tapes of all meetings shall be public record.

Smoking will be allowed at meetings of the Board of Directors provided that individual preferences concerning smoking are not violated. Accommodations will be provided in order to protect the non-smoker's rights. However, should the rights of the non-smoker become jeopardized, smokers will then be asked to respect non-smoker privileges.

Revised 4/20/88

Resolution #88-10

2-00.00: POWERS AND DUTIES OF THE CHIEF APPRAISER

2-01.00 Designating a Chief Appraiser

01.01 Chief Administrator

The Chief Appraiser is the Chief Administrator of the Appraisal District. The Chief Appraiser is appointed by and serves at the pleasure of the Appraisal District Board of Directors. If a taxing unit performs the duties of the Appraisal District pursuant to a contract, the assessor for the unit is the Chief Appraiser.

PTC Sec. 6.05(c)

01.02 Compensation

The Chief Appraiser is entitled to compensation as provided by the budget adopted by the Board of Directors.

PTC Sec. 6.05(d)

01.03 Employment of Staff

The Chief Appraiser may employ and compensate professional, clerical, and other personnel as provided by the budget.

PTC Sec. 6.05(d)

The Chief Appraiser may delegate authority to his employees.

PTC Sec. 6.05(e)

2-02.00 Powers and Duties

02.01 Appraisals

The Chief Appraiser's primary duty is the discovery, listing, review, and valuation of all taxable property within the Appraisal District, using standard approaches for determining prevailing market value.

02.02 Exemptions

The Chief Appraiser determines the requests for total or partial exempt status on certain types of properties in accordance with Chapter 11 of the Property Tax Code.

He further determines the eligibility for productivity or special valuation on certain properties and establishes both market value and productivity value on certain properties in accordance with Chapter 23 of the Property Tax Code.

02.03 Appraisal Records

The Chief Appraiser establishes appraisal records, including appraisal cards, tax maps, identification system of property, lists, forms, applications, and other items as required by the Property Tax Code.

02.04 Notices

The Chief Appraiser must send and receive rendition forms, exemption applications, and other applications and reports from property owners.

PTC Chapter 22

He further must send notices of appraised value, with estimated taxes noted, to those property owners whose values are increased over last year's value or the rendered value, or on new properties appraised for the first time.

PTC Sec. 25.19

02.05 Appraisal Roll

By June 7 the Chief Appraiser shall prepare and certify to the assessor for each school district participating in the appraisal district an estimate of the taxable value of school district property.

PTC Sec. 26.01(d)
Revised 10/15/03
Resolution #03-9

While this certification is not required for any entity other than school districts, a certified estimate will be provided to all entities as soon as practicable once the preliminary values are set.

Revised 10/15/03
Resolution #03-9

By May 15 or as soon thereafter as practicable, the Chief Appraiser shall submit the completed appraisal records to the Appraisal Review Board for review and determination of protests.

The Chief Appraiser, or a staff member designated by the Chief Appraiser, shall represent the Appraisal District at all hearings before the Appraisal Review Board and shall testify on all proposed value or exemption status and actions taken by him.

PTC Sec. 41.05(c) and 41.45(c)

The Chief Appraiser may submit to the Appraisal Review Board any supplemental appraisal records discovered that are not included in the records already submitted to the Appraisal Review Board. The Chief Appraiser may supplement real property for any one of the preceding five years or personal property for any one of the two preceding years.

PTC Sec. 25.21(a) and 25.23
Revised 11/12/97
Resolution #97-25

The Appraisal Review Board, on motion of the Chief Appraiser or a property owner, may direct by written order changes to the appraisal roll for any of the five preceding years that would affect a property owner's tax liability due to a clerical error, multiple appraisals, or the inclusion of property that does not exist in the form or at the location described in the appraisal roll.

PTC Sec. 25.25(c)
Revised 11/12/97
Resolution #97-25
Revised 11/13/02
Resolution #02-13

The Chief Appraiser, at any time, may change the appraisal roll to correct a name or address, a description of property, or any other inaccuracy as prescribed by rule of the Appraisal Review Board that does not increase the amount of tax liability. Before the 10th day after the end of each calendar quarter, the Chief Appraiser shall submit to the Board of Directors and the Appraisal Review Board a written report of each change made under this subsection that decreases the tax liability of the owner of the property. The report must include a description and the name of the owner of each property.

PTC Sec. 25.25(b)
Revised 11/12/97
Resolution #97-25

The Chief Appraiser shall make the reappraisals or other corrections of the appraisal records as ordered by the Appraisal Review Board.

PTC Sec. 41.08

By July 25, the Chief Appraiser shall prepare and certify to the assessor for each taxing unit participating in the District that part of the appraisal roll for the District that lists the property taxable by that unit.

PTC Sec. 26.01(a)

02.06 Level of Appraisals

All appraisals shall be equal and uniform within the different categories of properties and among the different categories of properties. The District shall maintain values to a level reflective of the current market values. The level of appraisal as determined by the Property Tax Division of the State Comptroller's Office in their annual ratio study shall be presented to the Board of Directors as a matter of information.

Revised 4/17/85
Resolution #85-12

02.07 Reappraisal Period

The Appraisal District shall conduct a complete, county-wide reappraisal every two years. However, at his discretion, the Chief Appraiser may reappraise properties as necessary to maintain a level of appraisals reflective of current market values.

Revised 4/17/85
Resolution #85-12
Revised 4/15/92
Resolution #92-10

02.08 Reappraisal Procedures

When conducting a reappraisal, the appraiser physically inspects every parcel of property, with the exception of industrial properties which are appraised by the industrial appraising consultants. The appraiser verifies the information on the appraisal card and classifies the property in accordance with the appraisal manuals developed by the District. Said appraisal manuals are updated as market conditions indicate.

Any discrepancies found by the appraiser are noted on the appraisal card and the necessary corrections are made.

Revised 4/17/85
Resolution #85-12

02.09 Limits of Authority

Nothing in this Section shall be construed as limiting the authority of the Chief Appraiser in the performance of his duties or as expanding the authority of the Board of Directors in the area of appraisals.

Revised 4/17/85
Resolution #85-12

02.10 Report of PTC Section 25.25b Changes

As prescribed by ARB Rule 22.090, the Chief Appraiser has the authority to change the appraisal roll providing the amount of tax liability of an account does not increase. Before the 10th day after the end of each calendar quarter, the Chief Appraiser must submit a written report of each change made under this section that decreases the tax liability of the property owner to the Secretary of the Board. However, if the County Tax Assessor-Collector is serving as a full member of the Board of Directors, the County Tax Assessor-Collector may accept the report on behalf of the entire Board. This report must include a description of each property and the name of the property owner.

Upon request of the party accepting the report, the report may be submitted in an electronic format.

PTC Sec. 25.25(b)
Added 4/8/98
Resolution #98-8
Revised 6/13/01
Resolution #01-08

02.11 Wildlife Management Plan

Any property owner seeking a special appraisal under Property Tax Code, Chapter 23, Subchapter D, based on wildlife management use must meet the following minimum standards for qualification effective January 1, 2002:

Stand Alone Properties: 94% of land must be devoted to wildlife use

Properties within Wildlife Management Property Association: 91% land must be devoted to wildlife use

Properties designated as Habitat for Species of Concern: 91% of land must be devoted to wildlife use

Wildlife management property associations are defined by State Comptroller Rule 9.4003(b)(6). Species of Concern as defined by State Comptroller Rule 9.4003(f)(3).

Properties that qualified for special appraisal as wildlife management prior to January 1, 2002 are not required to meet these minimum standards providing the tract contains the same or a greater amount of qualifying acreage as contained in the tract prior to January 1, 2002 and continues to satisfy all other qualification requirements.

A property owner who demonstrates by clear and convincing evidence that the unique characteristics of their habitat and/or management species makes it possible to effectively manage for wildlife at a ratio less than the minimum standards shall receive the special appraisal providing the property meets all other standards outlined in Property Tax Code Chapter 23, Subchapter D and State Comptroller Rule 9.4003.

PTC Chap 23, Sub D
Comptroller Rule 9.4003
Added 12/18/02
Resolution #02-18

2-03.00 Miscellaneous

03.01 Budget

The Chief Appraiser is responsible for the preparation of the Appraisal District's budget.

03.02 Custodian of Records

The Chief Appraiser acts as the custodian of all Appraisal District records.

03.03 Supervises Work

The Chief Appraiser supervises the work of the contractors such as appraisal firms, computer services, etc.

3.04 Collection Duties

The Chief Appraiser handles any assessment and/or collection duties as contracted between the Board of Directors and a taxing unit or as required by referendum.

03.05 Appeals

The Chief Appraiser reviews Appraisal Review Board decisions for the possibility of any appeal to the District Court.

2-04.00 Duties Assigned by the Board of Directors

04.01 General

The Chief Appraiser keeps the Board informed on the operation and progress of the Appraisal District and assists in development of operational policies and procedures.

Handles arrangements, notices, and mailings for Board meetings.

Administers policies established by appropriate federal, state, and local agencies, and by the Appraisal District Board.

Handles any other duties that may be assigned by the Board.

2-05.00 Tenure

05.01 General

The Board of Directors appoints the Chief Appraiser to serve an indefinite term; however, the employment of the Chief Appraiser is not binding on future Boards.

05.02 Evaluation

The Board of Directors will conduct an evaluation of the Chief Appraiser's job performance on an annual basis. The evaluation will be submitted to the Chief Appraiser in executive session at the August Regular Board Meeting each year.

Revised 8/15/90

Resolution #90-12

05.03 Physical Exam

The Chief Appraiser is required to have a physical examination made in each year of his employment at the expense of the Appraisal District.

Revised 11/10/93
Resolution #93-12

3-00.00: BUDGET

3-01.00 Budget Officers Designated

01.01 General

The Chairman of the Board of Directors shall serve as the Chief Budgetary Officer and the Secretary shall serve as the Deputy Budgetary Officer.

3-02.00 Preliminary and Adopted Budget

02.01 Preliminary

Each year the Chief Appraiser shall prepare a proposed budget for the operations of the District for the following tax year and shall submit copies to each taxing unit participating in the District and to the District Board of Directors before June 15. Included in the budget shall be a list showing each proposed position, the proposed salary for the position, all benefits proposed for the position, each proposed capital expenditure, and an estimate of the amount of the budget that will be allocated to each taxing unit.

PTC Sec. 6.06(a)

02.02 Approval of Budget

The Board of Directors shall hold a public hearing to consider the budget. The Secretary of the Board shall deliver to the presiding officer of the governing body of each taxing unit participating in the District not later than the 10th day before the date of the hearing a written notice of the date, time, and place fixed for the hearing. The Board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before September 15. If governing bodies of a majority of the taxing units entitled to vote on the appointment of Board members adopt resolutions disapproving budget and file them with the Secretary of the Board within 30 days after its adoption, the budget does not take effect, and the Board shall adopt a new budget within 30 days of the disapproval.

PTC Sec. 6.06(b)

02.03 Amendment to Budget

The Board may amend the approved budget at any time, however, in the area of employee salaries and benefits and capital expenditures, the Secretary of the Board must deliver a written copy of a proposed amendment to the presiding officer of the governing body of each taxing unit participating in the District not later than the 30th day before the date the Board acts on it.

PTC Sec. 6.06(c)

For the purpose of this section, a capital expenditure shall mean the purchase of a fixed asset with a useful life greater than two years and the initial acquisition cost being greater than \$3,500.

Revised 11/13/02
Resolution #02-13

02.04 Five-Year Capital Expenditures Budget

The Chief Appraiser shall present a five-year capital expenditures budget to the Board of Directors on an annual basis. The capital expenditures budget is to be presented no later than at the meeting at which the Board adopts the subsequent year budget. The Board shall receive the capital expenditures budget as an information item only.

The Board shall review the capital expenditures budget annually, making any adjustments as deemed necessary.

Added 5/24/95 Resolution

#95-9

02.05 Salary Adjustment Procedures

Prior to adoption of the budget, the District shall conduct a survey of the cost-of-living salary increases granted by the County, the cities, and the school districts. The salary increases are weighed in direct proportion to the percentage each entity's tax levy relates to the total taxes levied by these entities. In granting a cost-of-living salary increase to the District employees, the Board shall consider the salary increases granted by these entities.

Added 6/10/98
Resolution #98-13

If a salary has been frozen following a study to determine the prevailing market rate for that position, a cost-of-living salary increase shall not be granted to that position until such time that the prevailing market rate equals or exceeds the frozen salary. These positions shall be granted a lump sum payment equal to the cost-of-living salary adjustment (percentage increase) granted by the Board of Directors. The lump sum payment shall be based on the frozen salary for the position. If the percentage increase applied to a frozen salary causes that position to be paid compensation exceeding the prevailing market rate, then the salary for that position shall be placed at the prevailing market rate and the lump sum payment shall be limited to the difference between the percentage increase applied to the preceding year's frozen salary and the amount of monies necessary to increase the salary to the prevailing market rate. The lump sum payment shall be included in the January payroll. Should an employee terminate during the year that a lump sum payment is received, said payment shall be prorated based on the actual days worked by the employee for that year. The unearned portion of the lump sum payment shall be deducted from the

employee's final paycheck. Should there not be sufficient monies in the employee's final paycheck to cover this reimbursement, the employee shall provide for the reimbursement on the final working day.

Added 2/17/99
Resolution #99-4
Revised 10/20/99
Resolution #99-17

02.06 Prevailing Rate Salary Policy

The District shall pay its employees at the prevailing rates paid for similar occupations at other Texas appraisal districts and the taxing entities it serves with whom the District competes for high quality staff, if financially able, based on the unweighted average rates of the designated comparator employers.

Added 12/9/98
Resolution #98-20

02.07 Increase in Salary for Attaining IAAO Appraisal Designations

Any employee in the following positions shall be granted a \$4,500 increase in annual salary upon the attainment of the Residential Evaluation Specialist (RES) designation and a \$6,000 increase in annual salary upon the attainment of the Certified Assessment Evaluator (CAE) designation granted by the International Association of Assessing Officers (IAAO): Appraiser, Valuations Analyst, Senior Appraiser, Supervisory Appraiser, Assistant Chief Appraiser, and Chief Appraiser. In the year the designation is attained, the increase shall be prorated from the date the designation is attained until the end of the fiscal year.

Costs relating to course attendance and examinations shall be in accordance with the annual adopted budget and the Personnel Policies as they relate to job-required courses.

Added 1/19/2000
Resolution #2000-3
Revised 10/17/07
Resolution #07-15

02.08 Increase in Salary for Attaining GIS/Mapping Designations

Any employee in the following positions shall be granted a \$3,000 increase in annual salary upon the attainment of the Cadastral Mapping Specialist (CMS) designation granted by the International Association of Assessing Officers (IAAO) or the Certified GIS Professional (GISP) designation granted by the GIS Certification Institute: GIS/Drafting Technician, GIS Analyst, GIS/Mapping Coordinator, Map Technician I, Map Technician II, and Senior Map Technician. In the year either designation is attained, the increase shall be prorated from the date the designation is attained until the end of the fiscal year.

For any employee attaining the GISP designation, the Cadastral Mapping Specialist (CMS) designation must also be attained within 5 years of attaining the GISP designation. Failure of any employee attaining the GISP designation to attain the CMS designation within five (5) years shall cause the \$3,000 salary increase to be revoked effective the first pay period following such failure. The District shall not grant any additional time for an employee to attain the CMS designation.

Costs relating to course attendance and examinations shall be in accordance with the annual adopted budget and the Personnel Policies as they relate to job-required courses.

Added 1/21/2009

Resolution #2009-04

3-03.00 Allocation of Budget

03.01 Method

Each taxing unit participating in the District is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the District by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the District by each participating unit for that year. If a taxing unit participates in two or more districts, only the taxes imposed in a district are used to calculate the unit's cost allocations in that district. If the number of real property parcels in a taxing unit is less than 5 percent of the total number of real property parcels in the District and the taxing unit imposes in excess of 25 percent of the total amount of the property taxes imposed in the district by all of the participating taxing units for a year, the unit's allocation may not exceed a percentage of the Appraisal District's budget equal to three times the unit's percentage of the total number of real property parcels appraised by the District. PTC Sec. 6.06(d)

03.02 Payment

Unless the governing body of a unit and the Chief Appraiser agree to a different method of payment, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect. A payment is delinquent if not paid on the date it is due. A delinquent payment incurs a penalty of 5 percent of the amount of the payment and accrues interest at an annual rate of 10 percent. If the budget is amended, any change in the amount of a unit's allocation is apportioned among the payments remaining.

PTC Sec. 6.06(e)

03.03 Disbursement of Funds

Payments shall be made to a depository designated by the District Board of Directors. The District's funds may be disbursed only by those persons having authority to sign checks as outlined in Section 4-04.00 of this manual.

PTC Sec. 6.06(f)

03.04 Liability

If a taxing unit decides not to impose taxes for any tax year, the unit is not liable for any of the costs of operating the District in that year, and those costs are allocated among the other taxing units as if that unit had not imposed taxes in the year used to calculate allocations. However, if that unit has made any payments, it is not entitled to a refund.

PTC Sec. 6.06(g)

03.05 Newly Formed Taxing Unit

If a newly formed taxing unit or a taxing unit that did not impose taxes in the preceding year imposes taxes in any tax year, that unit is allocated a portion of the amount budgeted to operate the District as if it had imposed taxes in the preceding year, except that the amount of taxes the unit imposes in the current year is used to calculate its allocation. Before the amount of taxes to be imposed for the current year is known, the allocation may be based on an estimate to which the District Board of Directors and the governing body of the unit agree, and the payments made after that amount is known shall be adjusted to reflect the amount imposed. The payments of a newly formed taxing unit that has no source of funds are postponed until the unit has received adequate tax or other revenues.

PTC Sec. 6.06(h)

03.06 Appropriation of Funds

The Chief Appraiser is authorized to reallocate funds from unencumbered balances to cover deficiencies in any budgeted amount of said category. However, any expenditure from the contingency fund requires approval of the Board of Directors.

Budget Resolutions

3-04.00 Changes in Method of Financing

04.01 By Board of Directors

The Board of Directors of an Appraisal District, by resolution adopted and delivered to each taxing unit participating in the District after June 15 and before August 15, may prescribe a different method of allocating the costs of operating the District unless the governing body of any taxing unit that participates in the District adopts a resolution opposing the different method, and files it with the Board of Directors before September 1. If a Board proposal is rejected, the Board shall notify, in writing, each taxing unit participating in the District before September 15.

PTC Sec. 6.061(a)

04.02 By Taxing Units

The taxing units participating in the Appraisal District may adopt a different method of allocating the costs of operating the District if the governing bodies of three-fourths of the taxing units that are entitled to vote on the appointment of Board members adopt resolutions providing for the other method. However, a change under this subsection is not valid if it requires any taxing unit to pay a greater proportion of the Appraisal District's costs than the unit would pay under Section 3-03.01 of this manual without the consent of the governing body of that unit.

PTC Sec. 6.061(b)

3-05.00 Revenues

05.01 Investment of Budget Funds

All revenues received from the taxing entities for budget allocations will be reinvested in interest-bearing accounts under the direction of the Chief Appraiser.

4-00.00: ACCOUNTING PROCEDURES

4-01.00 Bank Depository

01.01 Designation of Bank Depository

The Board of Directors shall designate a bank depository in accordance with the following:

The Appraisal District depository must be a banking corporation incorporated under the laws of this State or the United States or a savings and loan association in this State whose deposits are insured by the Federal Savings and Loan Insurance Corporation.

The Appraisal District Board of Directors shall designate as the District depository the financial institution or institutions that offer the most favorable terms and conditions for the handling of the District's funds.

To the extent that funds in the depository are not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, they shall be secured in the manner provided by law for the security of funds of counties.

Once designated the depository shall serve for a two-year period and until a successor is designated and has qualified. The Board of Directors and depository may agree to extend a depository contract for one additional two-year period.

PTC Sec 6.09
Revised 10/15/03
Resolution #03-09

01.02 Bidding Procedures

The Board shall solicit bids for the District's bank depository every two years unless a depository contract is extended as provided by Section 4-01.01.

PTC Sec. 6.09(c)
Revised 4/8/98
Resolution #98-8
Revised 10/15/03
Resolution #03-9

The notice of the solicitation of bids for the depository shall be published in the Beaumont Enterprise as provided by Section 4-02.03 of this manual.

Revised 4/15/92
Resolution #92-10

The bids received shall be opened, read aloud, and tabulated in a public meeting.

The Board shall make its decision of the bank depository in a public meeting.

01.03 Depository Bid Form

Refer to Exhibit #3 for the form to be used by the Board in the solicitation of bids for a bank depository.

Exhibit #3

4-02.00 Competitive Bidding Procedures

PTC Sec. 6.11
Local Gov Code 252

02.01 Bid Limitations

Revised 3/17/93
Resolution #93-4
Revised 11/09/94
Resolution #94-16
Revised 10/15/03
Resolution #03-9
Revised 4/15/09
Resolution #09-08

The Chief Appraiser is authorized to make purchases for any one item or service costing no more than \$50,000. Purchases for any one item or service costing in excess of \$50,000 require competitive bidding.

For any purchase over \$3,500, but less than \$50,000, three quotes are required prior to making the purchase; however, Board approval is not required if the purchase is a budgeted item. In addition, quotes from at least two historically underutilized businesses must be obtained, on a rotating basis, based on information provided by the General Services Commission pursuant to Chapter 2151, Government Code.

Resolution #82-8

02.02 Exception

The only exceptions to the competitive bidding process are the purchase (not lease) of land or buildings for authorized purposes; replacing or repairing unforeseen damages to property, machinery, or equipment; work performed and paid for by the day as work progresses; contracts for personal, planning, or professional services; items available from only one source; or any other exception listed in Local Government Code Sec. 252.022. The statute lists professional services as those of architects, attorneys, engineers, tax appraisers, mappers, financial advisors, and fiscal agents. Personal services contracts include the use of equipment and may provide for payment of profit, taxes, and insurance, if the cost for these items is incidental to the main object of the contract. Planning service contracts are intended to guide governmental policy to ensure the orderly and coordinated development of the Appraisal District.

02.03 Notice Requirements

The Board of Directors is subject to the same requirements and has the same powers regarding purchases and contracts that apply to a municipality under Local Government code, Chapter 252.

The Board must provide public notice of intention to receive bids. The notice must be published in the Beaumont Enterprise once a week for two consecutive weeks prior to the time set for letting the contract. The date of the first publication must be at least 14 days prior to the bid date.

Revised 7/19/89
Resolution #89-15

The notice shall state the following:

1. The date, time, and location at which the contract will be awarded.
2. Plans and specifications for the work to be done, or specifications for machinery, supplies, equipment, or materials to be purchased are on file with a designated official of the District where they may be examined without charge. The plans and specifications must be so detailed that any responsible interested party is made fully aware of the object and performance of that which is to be delivered under the contract.

02.04 Bid Specifications

Specifications must be carefully drawn so that each bidder can be on equal terms in responding to the bid and will be judged according to the same standards.

Changes in the bid specifications will not be made prior to letting or commencement of the contract. If changes are made, they must be reviewed with regard to the competitive bidding process. The critical inquiry is whether revisions are material and substantial.

The Board must determine whether the revised specification is substantially similar to the original specifications. If enough change is made, the revised specification will be treated as a new proposal and new bids will have to be solicited. Thus, after bids have been made upon the basis of specifications prepared by the Board and given out to all interested bidders, no material, substantial change in any terms will be allowed.

A contract may be let on a lump sum basis or on a unit-price basis as determined by the Board. If the contract is to be let on a unit-price basis, the information furnished a bidder must specify the approximate quantities needed, estimated upon the best available information. Compensation paid the contractor, however, must be based on the actual quantities constructed or supplied.

02.05 Acceptance and Rejection

The Board, if it awards a contract, must award the contract to the lowest responsible bidder. The lowest responsible bidder is not necessarily the lowest bidder. The Board members must use their honest judgment in making a choice among lowest bidders. The Board may consider such factors as quality of the product, adaptability to the particular use required and the ability, capacity, experience, efficiency, and financial responsibility of the bidders.

After all bids have been reviewed, the Board is not obligated to let a contract based on said bids. The Board retains the right to reject any or all bids although this right is not an unlimited discretion to reject bids; rejection of a low bid should be based on defensible criteria.

02.06 Procedures

A bidder mailing list will be developed. This fosters competition by allowing those with a general desire to bid to receive specific notification.

A standard invitation-to-bid form will be used.

Exhibit #4

Bids will be opened at a meeting which may be easily attended by the public. The Chief Appraiser, or a staff member designated by him, shall preside at the bid openings. A bid need not be accepted at this meeting; however, the actual awarding of the bid shall take place at a Board of Directors meeting for which this item has been specifically listed.

Bids will be date-stamped with the time received placed on the envelope. Late bids will be returned unopened.

A file of all bids received will be maintained.

02.07 Change Orders

After performance of a contract has commenced, if it becomes necessary either to make alterations in plans or specifications or to decrease or increase the quantity of work performed or of materials, equipment or supplies to be furnished, the Board is authorized to approve change orders affecting such alterations. However, the total contract price may not be increased unless due provision has been made to provide for payment of such added cost by appropriating current funds for the purpose. The original contract price may not be increased by more than 25 percent without the consent of the contractor.

If the contract has not commenced, a change may require that the contract be submitted once again to competitive bidding because the change may be deemed in fact a change in the bid specification.

02.08 Effect of Noncompliance

A contract made without conforming to the competitive bidding requirements is void. Although the statute does not specifically impose criminal penalties for failure to follow the competitive bidding laws, an intentional or knowing violation of the law by a public servant with intent to benefit personally may constitute official misconduct.

4-03.00 Audit Procedures

03.01 General

The Board of Directors shall solicit Requests for Proposals (RFPs) for auditing services from all accounting firms in Jefferson County at least once every four years. Once the Board retains an auditing firm, the contract for auditing services shall be awarded on an annual basis.

The report of the audit is a public record. A copy of the report shall be delivered to the presiding officer of the governing body of each taxing unit eligible to vote on the appointment of District Directors, and a reasonable number of copies shall be available for inspection at the Appraisal District office.

PTC Sec. 6.063
Revised 11/6/85
Resolution #85-24
Revised 4/20/88
Resolution #88-11
Revised 5/25/88
Resolution #88-14
Revised 5/16/90
Resolution #90-7
Revised 8/24/93
Resolution #93-9

4-04.00 Check Signing Procedures

04.01 General

All checks of the Appraisal District shall have the signature of the Chief Appraiser and the counter-signature of either the Chairman or Secretary of the Board of Directors.

At least one of said signatures to the check shall be handwritten, but one may be by printed facsimile.

Board Resolutions

4-05.00 Contracts

05.01 Contract Beyond Current Year

The Texas Constitution prohibits political subdivisions from incurring debts or creating an enforceable contractual obligation that extends into future revenue years.

Where time payments create any potential for being paid from future budgets, the Appraisal District must include a "funding out" clause in the contract, giving the District the right to terminate the agreement if revenues do not actually become available in the future.

05.02 Contracts Beyond Directors' Terms

The Appraisal District cannot enter into a contract which will extend beyond the term of the present Board when the subject matter of the contract concerns the exercise of governmental powers. Contracts involving incidental, proprietary issues are still valid even if they extend beyond the Directors' term.

A contract involving a governmental function can extend beyond the term of the present Board by including a ratification clause which would condition the continuance of the contract upon acceptance by a subsequent Board.

05.03 Definitions

Governmental functions are those functions directly related to carrying out the statutory responsibilities regarding ad valorem taxation, such as; employing a Chief Appraiser, establishing an operating budget, contracting for appraisal services, and designating a depository for District funds.

Proprietary functions are actions that are only incidental to the District's statutory duties, such as; leasing space for the District's office, providing for employees other than the Chief Appraiser, or choosing employee compensation and other benefits.

4-06.00 Investments

Revised 4/17/85
Resolution #85-10

06.01 Release of Securities

The release of securities held as collateral against the Appraisal District deposits shall require the signature of any two of the three persons authorized to sign checks as outlined in Section 4-04.00 of this manual.

06.02 Procedures

The Chief Appraiser is charged with the responsibility of investing the District's funds in Certificates of Deposit that are fully covered under the depository contract discussed in Section 4-01.00 of this manual, making certain that the necessary cash flow will not be hampered.

4-07.00 Taxpayer Notification Advertising Requirements

07.01 General

All advertisements concerning taxpayer notification as mandated by the Property Tax Division shall be published in the Beaumont Enterprise, with said advertisements meeting all criteria for publication as required. As a courtesy, advertisements shall also be placed in the Port Arthur News; however, said advertisements are not required to meet the required criteria but shall be published in the form of news releases in said newspaper.

Revised 7/19/89
Resolution #89-15

4-08.00 Replacement Fund

08.01 Replacement Fund Established

A Replacement Fund for the purpose of replacing existing equipment as it becomes inoperable or obsolete will be established in the District's annual budget.

08.02 Accounting Procedures

A separate account at the District's depository will be maintained under the account name, JCAD Replacement Fund. Any interest earned on the monies deposited in this account shall be recognized as income in the JCAD Replacement Fund retroactive to January 1, 1990.

Revised 11/20/91
Resolution #91-12

In the initial year of the fund, being 1990, a lump sum transfer will be made at the time the JCAD Replacement Fund is established to include the pro-rata portion of the budgeted amount retroactive to January 1, 1990. For each month thereafter, a pro-rata transfer of the budgeted monies will be made.

08.03 Purchasing Procedures

The Replacement Fund will be used to replace inoperable or obsolete equipment. The District will be required to adhere to the Purchasing guidelines as established by Section 6.11 of the Property Tax Code and Section 4-02.00 of the Board Policy Manual for any purchases made from this fund.

All transactions that occur in the Replacement Fund must be approved by the Board of Directors prior to any expenditures. If the Chief Appraiser deems a situation an emergency, he may make a purchase with said funds and must justify the expenditure at the next scheduled meeting of the Board.

Revised 7/20/90
Resolution #90-10
Revised 11/7/90
Resolution #90-20
Revised 5/24/95
Resolution #95-12

4-10.00 Miscellaneous

10.01 Financial Statements

Monthly financial statements shall be presented to the Board for their approval. The financial statements shall provide details on the expenditures in the legal, Board of Director expense, and Appraisal Review Board funds.

10.02 Inventory

An inventory of all fixed assets shall be maintained by the Appraisal District.

10.03 Petty Cash

The District shall maintain a petty cash fund with a balance of \$100.00. The maximum reimbursement from this fund shall be \$25.00 per transaction. A requisition and/or the original receipt for expenditures made from this fund is required for reimbursement and shall be kept on file.

Added 4/8/98
Resolution #98-8

10.04 Cash Fund

In accordance with the Open Records Act, Chapter 552 of the Texas Government Code, the District must provide copies of documents, blueprints, computer information, etc. that is deemed public information to the public upon request as outlined in Section 8-02.00 of this manual.

The District shall maintain a cash fund for the collection of monies received as charges for public information with a balance of \$20.00. Deposits from this fund shall be made on a weekly basis or whenever the balance of this fund exceeds \$1,500, whichever occurs first.

Added 4/8/98
Resolution #98-8

10.05 Disposition of Property

When the Board of Directors authorizes the disposal of property, the property shall be disposed of by the Chief Appraiser using any of the following methods:

1. Donate the item to a taxing entity
2. Donate the item to a non-profit organization
3. Send the item to an auction sponsored by a taxing entity
4. Discard the item

Added 8/29/07
Resolution #07-10

5-00.00: BUSINESS ADMINISTRATION

5-01.00 Payroll and Employee Benefits

01.01 Payroll Account

A payroll account will be established with the Bank Depository separate from the general account. This account will be used for all payroll expenses.

01.02 Retirement Plan

The Appraisal District shall provide a retirement plan to all employees working 1,000 hours or more each calendar year.

The Board shall enter into a contract with a Retirement Plan Administrator and Retirement Plan Trustee and said contract shall remain in effect until the Board becomes dissatisfied with the services of the Administrator and Trustee.

The Appraisal District shall contribute up to a total of 14 percent toward employees' retirement. Eight percent shall be contributed toward all qualified employees, with an additional 6 percent to be contributed if an employee makes a voluntary contribution. Employees may contribute a minimum of 6 percent toward their retirement. An employee wishing to contribute an amount in excess of 6 percent may do so under the guidelines of the Internal Revenue Service.

Revised 5/12/04
Resolution #04-06
Revised 4/24/96
Resolution #96-7
Revised 3/16/88
Resolution #88-9
Revised 11/20/91
Resolution #91-12

Former governmental employees hired prior to January 1, 1985 shall be granted service credit towards vesting for all years of service with other political subdivisions of the State of Texas. The years of service shall be approved by the Administrative Committee.

All employees shall be vested based on the following schedule:

2 years - 20 percent
3 years - 40 percent
4 years - 60 percent
5 years - 80 percent
6 years - 100 percent

Revised 4/21/04
Resolution #04-06
Revised 5/17/89

An Administrative Committee consisting of three Appraisal District staff members and one Board of Director member shall be appointed to work with the Retirement Plan Administrator. The Committee appointments require the approval of the Board of Directors, with the Chief Appraiser recommending three staff members to serve and the Board selecting the Board member.

01.03 Social Security

The Appraisal District shall not participate in the Social Security Plan.

01.04 Unemployment Taxes

The Appraisal District shall be taxed for unemployment compensation rather than be a reimbursing entity, provided that the District be taxed at a rate applicable to all State agencies.

01.05 Health and Life Insurance

The Appraisal District shall provide all full-time and part-time permanent employees with health and life insurance.

Revised 11/12/97
Resolution #97-26

Said health and life insurance is available to the spouse and dependents of an employee at the expense of the employee, providing said spouse and dependents qualify under the guidelines of the insurance plan.

The Appraisal District shall pay all of the employee's portion of the health and life insurance.

01.06 Cellular Phone Policy

The Appraisal District will allow its employees to maintain cellular phone service for their personal use through Verizon's State Zero Rate Plan. However, since this Plan has been phased out by Verizon, no new service contracts can be executed, nor can new phones be activated or reactivate if disconnected due to delinquency under the Zero Rate Plan. Employees can obtain cellular phone service through any of Verizon's calling plans that offer a government discount rate. Monthly bills for both Verizon's State Zero Rate Plan and the government discount plans will go directly to the employees, appraisal and non-appraisal.

Under the terms of the cellular phone service agreement with Verizon's Zero Rate Plan or government discount plans, the District must assume financial responsibility for all phone service of the District employees. Therefore, should an employee become delinquent in paying for this service, the District will pay the delinquent charges incurred, and the employee's phone service will automatically be disconnected.

An employee must sign a payroll deduction form authorizing the District to automatically deduct any delinquent charges paid by the District from the employee's

next paycheck. Should a delinquent bill be incurred by an employee who has terminated employment and has received the last paycheck from the District, the cost of any outstanding bill will be guaranteed for payment through the Employee Coke Fund, being funds received from employees through the sale of soft drinks.

Cellular phone service that is disconnected due to the delinquency of an employee may only be restored to that employee with authorization from the Chief Appraiser.

All appraisal personnel (defined as those employees receiving a monthly car allowance) are required to have a cellular phone using the service provider of their choice. An allowance of \$35 per month (\$75 per month for the Chief Appraiser) is added to the employee's monthly car allowance to cover the expense of cellular phone service. The cellular phone of appraisal personnel should be on at all times when at employee leaves the office for District business.

Added 4/19/95
Resolution #95-6
Revised 11/16/06
Resolution #06-13

5-02.00 Insurance

02.01 Texas Multi-Peril Policy

A multi-peril policy shall be maintained covering property damage and theft to the contents of the Appraisal District office with the minimum amount of coverage being \$300,000. Bodily injury and property damage coverage shall also be maintained with a minimum coverage of \$300,000 for bodily injury and \$100,000 property damage each occurrence of a legal nature, and \$1,000 medical payments for each person and \$10,000 per each accident for occurrences of a non-legal nature.

Should the Appraisal District open satellite offices, multi-peril insurance shall also be maintained for those offices.

02.02 Non-Ownership Liability

A non-ownership liability policy shall be maintained covering damage to automobiles of Appraisal District employees using their personal automobiles in the conduct of Appraisal District business.

02.03 Public Officials and Employees Liability Insurance

A Public Officials and Employees Liability Insurance policy shall be maintained covering all employees of the Appraisal District and the Board of Directors.

Limits of liability shall be \$1,000,000 for each loss and aggregate for each policy year. Defense costs are included within limit of liability and are a retention of \$2,500 for each loss and \$500 for each insured for loss which cannot be indemnified by the Appraisal District by reason of statutory or adjudicated prohibition thereof.

02.04 Umbrella Excess Liability Policy

An Umbrella Excess Liability policy shall be maintained covering any damage or loss for which the Appraisal District is not covered in any other insurance policy and covering any loss incurred by the District as the results of a suit or bond. The limit of liability shall be \$1,000,000 for each occurrence and annual aggregate and the retained limit shall be \$25,000.

02.05 Workmen's Compensation

A Workmen's Compensation policy shall be maintained covering any damages because of bodily injury sustained by an employee in the performance of his work. The minimum limit of liability shall be \$100,000 for each occurrence.

5-03.00 Personnel

03.01 Non-Discrimination Policies

In accordance with Article 6252-15, VTCS, no person making application for employment with the Appraisal District shall be denied employment solely because of age.

In accordance with Article 6252-16, VTCS, the Appraisal District may not refuse employment due to a person's race, religion, color, sex, or national origin. Nor may a person be discharged due to his race, religion, color, sex, or national origin.

In accordance with the Americans with Disabilities Act of 1990, as amended, the Appraisal District may not discriminate against employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, or any other aspect of employment. The District shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardships on the District.

Revised 2/15/95
Resolution #95-4

03.02 Hiring Practices

Applications received by the Appraisal District shall be maintained on file for a period of one year.

Once a position becomes open, notice of the opening shall be posted on the Office bulletin board maintained by the Personnel Office. Such notices on openings shall be posted for seven (7) consecutive days and any bids from District employees must be received by the seventh (7th) day that the job is posted. Once all bids have been received, they will be reviewed and those employees deemed qualified shall be interviewed.

Should no employee be deemed qualified for the posted position or should no employee bid on the job opening, then the applications of outside persons shall be reviewed and interviews conducted.

03.03 Nepotism

In accordance with Chapter 573 of Texas Government Code and the policy of the Board of Directors of the Jefferson County Appraisal District, no person shall be employed by the Appraisal District if that person is related within the second degree by affinity or within the third degree by consanguinity to a member of the Board of Directors, the Chief Appraiser, or a member of the Appraisal District staff.

No employee or chief appraiser may hire, directly supervise, or be supervised by an employee who is related in a prohibited degree. Should two employees become related in a prohibited degree after employment, then the employee causing the conflict shall be immediately dismissed. Should both employees be involved in the conflict, then the employee with less tenure shall be immediately dismissed.

Exceptions to this rule are:

The nepotism statute and this policy do not prevent employees from continuing in their present positions provided they have been continuously employed by the Appraisal District for a period of two years prior to the appointment of a Board member or a new chief appraiser who is related to the employee in a prohibited degree. However, the Board member to whom the employee is related may not participate in any deliberation or voting on the employment, reemployment, change in status, compensation, or dismissal of the employee if that action applies only to the employee and is not taken regarding a bona fide class or category of employees. The impact on an employee who is related to a candidate for appointment as chief appraiser in a prohibited degree shall be considered by the Board of Directors in making its appointment decision.

If employees become related in prohibited degrees after employment, the nepotism statute and this policy do not prevent them from continuing in their present positions provided both employees have been continuously employed by the Appraisal District for a period of two years and provided further that neither employee is employed in a supervisory capacity over the other.

Revised 9/8/99
Resolution #99-13
Exhibit #5

03.04 Employee Recognition

The Board shall recognize employees who have attained 10 years of service with the District with a token of appreciation.

An annual banquet will be held in order to recognize employees for their service with the District. This banquet will be held after office hours.

The District shall pay all expenses for the annual banquet, with the exception of the cost related to meals for employee guests, which will be paid by the Employee Coke Fund.

Added 5/24/95
Resolution #95-10

03.05 Miscellaneous

All other provisions concerning personnel as outlined by the Appraisal District Personnel Policies maintained in the Personnel Office files shall be adhered to.

6-00.00: APPRAISAL REVIEW BOARD

6-01.00 General

Revised 12/19/90
Resolution #90-21

01.01 Number of Members

The Appraisal Review Board of the Jefferson County Appraisal District shall consist of seven (7) members.

PTC Sec. 6.41(b)
Revised 1/19/94
Resolution #94-4

01.02 Terms of Office

Members of the Board hold office for terms of two years beginning January 1. Members' terms shall be staggered so as to ensure continuity on the Board.

PTC Sec. 6.41(b)

Since the size of the Appraisal Review Board was increased from five to seven members beginning in 1994, the term of office of one of the two additional members appointed in 1994, and in 1994 only, shall be for two years while the term of the other member shall be for one year. This is done in order to stagger the terms of office so that the terms of four members will expire in one year, while the terms of three members will expire in the next year.

Revised 1/19/94
Resolution #94-4

An individual who has served for all or part of three previous terms as a member of the Appraisal Review Board is ineligible to serve.

PTC Sec. 6.41(c)
Revised 11/12/97
Resolution #97-27

PTC Sec. 6.41(d)(1)(A)
Revised 9/8/99
Resolution #99-15

01.03 Qualification of Members

Members of the Appraisal Review Board should be impartial and be able to listen to all the facts and documentation presented by both the property owner and the Appraisal District, and they should be able to make a fair decision based on the evidence presented and not on their ideologies or personal feelings toward any party involved.

Members of the Appraisal Review Board should not give the perception of representing any taxing entity in the District, the Appraisal District, any property owner, or any special interest group. Members of the Appraisal Review Board should be impartial and unbiased.

Members of the Appraisal Review Board must complete the course as outlined under Section 5.041 of the Property Tax Code and receive a certificate of completion prior to participating in a protest hearing. If a member of the Appraisal Review Board is appointed after a course offering, that member may continue to serve providing that member completes the subsequent course offering.

PTC Sec 5.041
Added 11/12/97
Resolution #97-27

Members of the Appraisal Review Board should avail themselves to all other educational opportunities provided by the District, the Property Tax Division of the State Comptroller's Office, the Texas Association of Appraisal Districts, or other property tax related organizations.

Revised 11/12/97
Resolution #97-27

01.04 Eligibility

To be eligible to serve on the Board, an individual must be a resident of the District and must have resided in the District for at least two years. A current or former officer, employee, or member of the governing body of the Appraisal District; a current officer, employee, or member of the governing body of any taxing unit for which the District appraises property; or an officer or employee of the State Comptroller's Office is ineligible to serve on the Board.

A former member of the governing body or officer of a taxing unit for which the District appraises property is ineligible to serve until the fourth anniversary of the date the person ceased to be a member or officer.

PTC Sec. 6.41(c),(d)(1)&(2)
PTC Sec. 6.412(c)
Revised 11/12/97
Resolution #97-27
Revised 9/8/99
Resolution #99-15

An individual is ineligible to serve on the Appraisal Review Board if the individual is related within the second degree by consanguinity or affinity to an individual who is engaged in the business of appraising property for compensation for use in protest hearings or of representing taxpayers for compensation in Jefferson County.

PTC Sec. 6.412(a)

An individual is ineligible to serve on the Appraisal Review Board if the person has ever appeared before the Appraisal Review Board for compensation.

PTC Sec. 6.412(d)(3)
Revised 9/8/9
Resolution #99-15

An individual is not eligible to be appointed to or to serve on the Appraisal Review Board if the individual or a business entity in which the individual has a substantial interest is a party to a contract with the District or with a taxing unit that participates in the District. Substantial interest shall be defined as the combined ownership of the individual and the individual's spouse of at least 10 percent of the voting stock or shares of the business entity or the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

PTC Sec 6.413(a,d)

01.05 Method of Selection

PTC Sec. 6.41(d)
Revised 1/19/94
Resolution #94-4

The Board of Directors shall nominate persons to fill the expired terms of the Appraisal Review Board members. All appointments to the Appraisal Review Board require the approval of the Board of Directors in the form of a resolution.

It is the desire of the Board of Directors for the Appraisal Review Board members to represent the different geographic areas of the county.

Since there are five Board of Director members and seven Appraisal Review Board members, each member of the Board of Directors may nominate one member to the Appraisal Review Board. The two remaining members shall be nominated by a method of chance. The names of each member of the Board of Directors shall be placed in a container. The Chief Appraiser shall select two names from the container. These two Board of Director members shall then submit an additional nomination for the Appraisal Review Board. Board of Director members who have a nominee serving on the Appraisal Review Board for the term involved who was appointed through the method of chance selection process shall not be included in this process.

Revised 11/12/97
Resolution #97-27

Once a member of the Board of Directors has made a nomination to the Appraisal Review Board that has been approved by the Board, he may not make another nomination until the term of his nominee expires, unless his name is pulled at random to submit a nomination for one of the two additional positions on the Appraisal Review Board. When the term of one of the two additional Appraisal Review Board members who are nominated through a method of chance expires, the expired terms shall also be filled through the same method of chance. Each member of the Board of Directors shall be entitled to submit a nomination for the Appraisal Review Board at least once every two years.

Since the terms of the Appraisal Review Board members begin on January 1, all appointments to fill the expired terms must be made prior to January 1. (The size of the Appraisal Review Board was increased from five to seven members beginning in 1994. Therefore, for 1994 only, the two additional members will not be appointed until after January 1, 1994.)

01.06 Vacancies

Should a vacancy occur on the Appraisal Review Board, with the exception of a vacancy due to the expiration of a term, the member of the Board of Directors who submitted the name of that member shall nominate another person to fulfill the unexpired portion of the term. The nomination to fill the vacancy requires the approval of the Board of Directors in the form of a resolution.

PTC Sec. 6.41(d)

01.07 Change in Board Size

By resolution of a majority of the members, the Board of Directors may increase the size of the Appraisal Review Board to any number the Board considers appropriate.

PTC Sec. 6.41(b)

01.08 Compensation

Appraisal Review Board members shall be paid \$20 per hour with a minimum compensation of two hours for each one-half day (morning or afternoon session) of service rendered while serving on said Board. For purposes of this section, the morning half-day session shall be defined as any service prior to 12 noon, and the afternoon session shall be any service commencing at 12 noon or later.

Revised 10/5/94
Resolution #94-14

Appraisal Review Board members shall not be remunerated for incidental time spent, such as travel and telephone time.

PTC Sec. 6.42(c)

01.09 Expenses

Members of the Board are entitled to reimbursement for actual and necessary expenses incurred in the performance of Board functions as provided by the District budget.

PTC Sec. 6.42(c)

01.10 Out-of-District Travel

All overnight travel of Appraisal Review Board members must be pre-approved by the Board of Directors and must be within the limits of the budget. Should the need for travel arise prior to the next scheduled Board meeting, the Chief Appraiser shall obtain approval for the travel from a majority of the Board members and ratify the action at the next scheduled Board meeting.

Revised 10/21/87
Resolution #87-15

01.11 Removal From Office

A member of the Appraisal Review Board may be removed by a majority vote of the Board of Directors if that member becomes ineligible to serve as outlined in Section 6.412 of the Property Tax Code, if a conflict of interest as outlined in Section 6.413 of the Property Tax Code occurs, or for a violation of the Attendance Policy as outlined in Section 6-02.05 of this Manual.

PTC Sec. 6.41(f)
Added 11/12/97
Resolution #97-27

01.12 Duties of Office

The Appraisal Review Board shall:

1. determine protests initiated by property owners;
2. determine challenges initiated by taxing units;
3. correct clerical errors in the appraisal records and the appraisal rolls;
4. act on motions to correct appraisal rolls under PTC Section 25.25;
5. determine whether an exemption or a partial exemption is improperly granted and whether land is improperly granted appraisal as provided by PTC Chapter 23, Subchapter C, D, or E; and
6. take any other action or make any other determination specifically authorized or required by the Property Tax Code.

The Appraisal Review Board may not review or reject an agreement between a property owner or the owner's agent and the Chief Appraiser under PTC Section 1.111(e). PTC Sec. 41.01

Added 11/12/97
Resolution #97-27

6-02.00 Organization and Meetings

02.01 Election of Officers

The Board shall elect a Chairman and a Secretary from its members.

PTC Sec. 6.42(a)

02.02 Oath of Office and Statement of Officer

Members of the Appraisal Review Board shall subscribe to the Oath of Office and Statement of Officer as outlined in Section 1-03.00 of this manual.

Revised 11/20/91

Resolution #91-12

02.03 Meetings of the Board

The Board may meet at any time at the call of the Chairman or as provided by rule of the Board. The Board shall meet to examine the appraisal records within ten days after the date the Chief Appraiser submits the records to the Board.

PTC Sec. 6.42(b)

All meetings of the Appraisal Review Board must meet the requirements of the Open Meetings Act.

02.04 Panels

Added 1/19/94

Resolution #94-4

When necessary during the protest hearings process, the Appraisal Review Board shall meet in two panels consisting of three members each with one member serving as alternate.

The members of each panel shall be changed on a weekly basis employing a method that will allow each Appraisal Review Board member to serve on an equal basis with all other members of the Appraisal Review Board. The Chairman and Secretary of the Board shall serve as Chairmen of each of the two panels; therefore, they will not alternate panels.

02.05 Attendance Policy

Each member of the Appraisal Review Board shall be available during their term of office for meetings and protest hearings as scheduled by the Appraisal District and shall have an unexcused absence from no more than all or part of 4 of the last 10 meetings or protest hearings for which the member's attendance is required. Excused absences include serious illness of member or immediate family, death in the family or attendance at a funeral, jury duty, or any other extenuating circumstance as allowed by the Chairman of the Appraisal Review Board.

Prior to the protest period, each member of the Appraisal Review Board is to notify the Appraisal District of any scheduling conflicts. Whenever possible, that Appraisal Review Board member will be scheduled as the alternate during those times.

If a member of the Appraisal Review Board is unable to attend a meeting or scheduled protest hearing, that member must contact the Records Supervisor. For protest hearings, the alternate Appraisal Review Board member for that week shall serve in the place of the absent member.

Each member of the Appraisal Review Board shall punctually attend all meetings for which that member's attendance is required.

If a member of the ARB fails to meet the requirements of the attendance policy, the matter is brought to the attention of the full ARB. By majority vote, the ARB may recommend to the Board of Directors that the member be removed from office.

Added 11/12/97
Resolution #97-27

6-03.00 Miscellaneous

03.01 Board Rules

The Appraisal Review Board may adopt its own set of rules for a complete understanding of the operations of the Appraisal Review Board.

Included in these rules shall be a provision for evening or weekend protest hearings.

PTC Sec. 41.71
Added 11/12/97
Resolution #97-27

03.02 Personnel

The Appraisal Review Board may employ legal counsel as provided by the District budget, in any case said legal counsel may not be paid an hourly rate in excess of that being paid to the legal counsel for the Appraisal District, or the Board may use the services of the County Attorney.

The Appraisal Review Board may use the staff of the Appraisal District for clerical assistance.

PTC Sec. 6.43

03.03 Conflict of Interest

The rules of Conflict of Interest as they apply to the Board of Directors in Section 1-05.02 of his manual shall also apply to members of the Appraisal Review Board.

Revised 2/17/88

Resolution #88-8

03.04 Recusement Procedures

PTC Sec. 41.66(f)

If an Appraisal Review Board member is unable to sign the Affidavit for Protest Hearing because he has communicated with another person concerning a property that is the subject of a protest hearing, that member must recuse himself from the proceeding and may not hear, deliberate on, or vote on the determination of the protest.

If the recusement of an Appraisal Review Board member causes the absence of a quorum on any protest hearing, then that hearing must be postponed until a quorum can be attained. The property owner must be given sufficient notice of the new hearing date and time.

Revised 11/20/91

Resolution #91-12

If a majority of the members have communicated with anyone concerning the protest, and a quorum cannot be present, the hearing must be postponed to allow temporary members to be appointed by the Board of Directors for the limited purpose of hearing that particular protest.

The Board of Directors will appoint temporary members using the same procedures for vacancies as outlined in Section 06-01.06 of this manual.

The property owner and the Appraisal District may waive a hearing postponement and use of temporary members by filing a notarized affidavit. With this waiver, the protest hearing can be conducted as scheduled without affidavits from the Appraisal Review Board members.

Revised 2/26/92

Resolution #92-7

6-04.00 Auxiliary Members

PTC Section 6.411

Added 6/17/97
Resolution #97-9
REPEALED 11/13/02
Resolution #02-13

07-00.00: ASSESSING AND COLLECTION FUNCTIONS

7-01.00 Collection By Contract

01.01 General

The governing body of a taxing unit other than a county may contract as provided by the Interlocal Cooperation Act with the governing body of another unit or with the Board of Directors of the Appraisal District for the other unit or the District to perform duties relating to the assessment and collection of taxes.

PTC Sec. 6.24(a)

A contract under this section may provide for the entity that collects taxes to contract with an attorney for collection of delinquent taxes.

PTC Sec. 6.24(d)

7-02.00 Collection by Voter Election

02.01 General

The qualified voters residing in the Appraisal District by petition submitted to the County Clerk may require that an election be held to determine whether or not to require the Appraisal District, the County Assessor-Collector, or a specified taxing unit within the Appraisal District to assess, collect, or assess and collect property taxes on property appraised by the District for all taxing units.

PTC Sec. 6.26(a)

A taxing unit shall pay the actual cost of performance of the functions to the office or entity that performs functions for it pursuant to an election as provided by this section.

PTC Sec. 6.26(g)

If functions are consolidated by an election, a taxing unit may not terminate the consolidation within two years after the date of the consolidation.

PTC Sec. 6.26(i)

An appraisal district may not be required by an election to assess, collect, or assess and collect taxes on property outside the District's boundaries.

PTC Sec. 6.26(j)

7-03.00 Annual Collection Budget

03.01 Separate Budget

Taxing units are required to pay the actual costs incurred for assessing and collecting by the Appraisal District. The costs of the collection function should be outlined in a separate annual collection budget. Only those taxing units that do use the services are required to pay for them.

03.02 Allocation of Collection Budget

Allocation of the collection budget of the Appraisal District should be based on the method or amount outlined in the contract between the District and the taxing unit. In the case of a consolidation election, the allocation should be based on actual costs among the taxing units served.

03.03 Special Items

Special items to be included in the annual collection budget include bonds required, services of delinquent tax attorney, and court fees should the Appraisal District be handling delinquent collections.

7-04.00 Current Tax Roll Services

Revised 4/17/85
Resolution #85-11

04.01 Services Provided

The Appraisal District shall provide current tax roll services for any taxing entity served by the District so requesting. The District shall generate current tax rolls and generate and prepare for mailing tax statements and receipts. The information to be provided by the District shall consist of the following:

- 1 - Alphabetical tax roll
- 1 - Geographical (numeric) tax roll
- 1 - Five-part tax statement for each account
- 2 - Window envelopes for each account (for tax statements and receipts)

Additional blank statements, envelopes, and rolls shall be provided as outlined in Section 8-02.02 of this manual.

04.02 Charges for Services

The charges for providing current tax roll services shall be as follows:

Base Fee:	\$100
Cost per Account:	\$0.10
Statements and Envelopes:	Actual cost of the District

7-05.00 Delinquent Tax Roll Services

Revised 4/17/85
Resolution #85-11

05.01 Services Provided

The Appraisal District shall provide delinquent tax roll services to any taxing entity served by the District so requesting. The District shall generate delinquent tax rolls and generate and prepare for mailing delinquent tax statements. The information for said delinquent tax rolls and statements shall be based on information provided by taxing entity personnel. The information to be provided shall consist of the following:

- 1 - Alphabetical delinquent tax roll
- 1 - Geographical (numeric) delinquent tax roll
- 1 - Delinquent tax statement with carbon copy for each account

Additional statements or rolls shall be provided as outlined in Section 8-02.02 of this manual.

05.02 Charges for Services

The charges for providing delinquent tax roll services shall be as follows:

Header accounts: \$0.18 per account

(The header account is the control account containing all of the pertinent information to the account; such as, account number, name, address, legal description. Each header account contains one detail.)

Details, in excess of header accounts: \$0.10 per detail

(The detail contains that part of the account pertaining to the year(s) taxes are due and the amount of taxes due.)

05.03 Release of Liability

As stated in Section 7-05.01, the District shall generate the delinquent tax rolls and statements based solely on information provided by taxing entity personnel. The accuracy of the delinquent tax files shall be the sole responsibility of the taxing entity and the District shall not be held liable for any inaccuracies in said files.

Any taxing entity requesting delinquent tax services shall agree to indemnify and hold harmless the District from and for any damages or costs that it may incur as a result of inaccurate information supplied by the taxing entity personnel.

8-00.00 MISCELLANEOUS

8-01.00 Disapproval of Board Actions

01.01 General

If the governing bodies of a majority of the taxing units entitled to vote on the appointment of Board members adopt resolutions disapproving an action taken by the Appraisal District Board of Directors, other than adoption of the budget, and file them with the Secretary of the Board within 15 days after the action is taken, the action is revoked effective the day after the day on which the required number of resolutions is filed.

PTC Sec. 6.10

8-02.00 Appraisal District Records

Revised 2/14/96
Resolution #96-4

02.01 Open Records Law

All provisions of the Open Records Act (ORA), being Chapter 552 of the Government Code, shall be adhered to.

02.02 Officers for Public Information

The Chief Appraiser shall serve as the Officer for Public Information, and each department head shall serve as the Agent of the Officer for Public Information.

ORA Sec. 552.201
Sec. 552.202

The Administrative Assistant shall be designated as the Public Information Coordinator for the Appraisal District, Board of Directors, and Appraisal Review Board. The Public Information Coordinator is further designated to receive written requests for public information by electronic mail or facsimile transmission.

ORA Sec. 552.301c
Added 4/19/06
Resolution #06-5

For purposes of certifying copies of public records, only the Chief Appraiser, Assistant Chief Appraiser, and the Office Administrator have certification authority.

02.03 Public Information Defined

All records of the Appraisal District are public information in accordance with the Open Records Act, with the following exceptions:

1. Rendition statements and real and personal property reports filed with the Appraisal District and information voluntarily disclosed to the Appraisal District about real or

personal property sales prices after a promise it will be held confidential are confidential and not open to public inspection.

PTC Sec. 22.27(a)

2. Confidential information requested by an individual member, agency, or committee of the Legislature to be used for legislative purposes shall be released with the promise that it will not be disclosed outside of the requesting party, and it will be labeled as confidential and kept securely.

ORA Sec. 552.008

3. Information in a commercial book or publication purchased or acquired by the District for research purposes if the book or publication is commercially available to the public is not open for public inspection or copying, except for that information that has been incorporated into the rules or policies of the District.

ORA Sec. 552.027

02.04 Timeliness of Response to Open Records Request

The District shall promptly respond to all requests for public information. All readily available information shall either be reproduced or made available for inspection promptly but at least within 10 business days of the request. Records are open for inspection during the normal office hours of the District.

If the information is not readily available or entails a large amount of information and cannot be provided within 10 business days of the request, one of the officers for public information shall notify the requesting party in writing of the delay and shall set a date and time within a reasonable period when the information will be provided. ORA Sec. 552.221

Revised 10/15/03
Resolution #03-9
Revised 4/8/98
Resolution #98-8

02.05 Inspection Procedures

A party requesting to inspect public information must complete the examination of the information within 10 calendar days of the date the information is made available. Upon written request, an additional 10 days for examination of the information will be granted.

If the District requires the use of the requested information while it is being inspected, the period of interruption is not considered to be a part of the 10-day examination period.

ORA Sec. 552.225

A party requesting to inspect public information shall not be allowed to remove the original documents from the District office.

ORA Sec. 552.226

The District shall allow a requesting party to inspect public information in an electronic medium if the requested information is readily available in that format.

ORA Sec. 552.272

02.06 Public Information in Electronic or Magnetic Medium

If public information exists in an electronic or magnetic medium and it is requested in this format, the District shall provide a copy in the requested medium if:

1. The District has the technological ability to produce a copy in the requested medium;
2. The District is not required to purchase any software or hardware to accommodate the request; or
3. The terms of any copyright agreement between the District and a third party are not violated.

If the District is unable to furnish the requested information in a requested medium, it shall be provided on hard copy or other acceptable medium.

ORA Sec. 552.228

02.07 Requests for Information Requiring Programming or Manipulation of Data

If a request for public information will require programming or manipulation of data or will result in substantial interference with the District's ongoing operations, the District must provide a written statement to the requesting party stating:

1. That the information is not available in the requested form and a description of the form in which the information is available.
2. A statement of the estimated costs of providing the information in the requested form based on the charges for public information outlined in this manual.
3. A description of any contract or services that would be required to provide the information in the requested form.
4. An estimate of the time necessary to put the information in the requested form.

The District shall provide the written statement to the requesting party within 20 days upon receipt of the request. An additional 10 days to provide the statement will be granted if the District gives written notice of the extension to the requesting party within the same 20-day period.

Upon providing the written statement, the District does not have any further obligation to provide the requested information until the requesting party states in writing either that it wants the information in the requested form based on the estimated costs and time parameters or wants the information in the form in which it is readily available.

All requests for public information requiring programming or manipulation of data shall be provided in an expeditious manner based on the workload of the Programming Department. A file of all such requests and the District's responses shall be maintained in the office of the Chief Appraiser.

ORA Sec. 552.231

02.08 Charges for Public Information

The following fees shall be charged to all individuals for copies of Appraisal District records and information with certain exceptions outlined below:

File Copy:

Office machine copies of pages up to and including legal size are as follows:

.for readily available information: \$0.10 per page

.for information that is not readily available: \$0.10 per page plus personnel charges of \$15.00 per hour to be prorated

.postage will be charged at actual cost

Certified Copy:

\$1.00 per page in addition to the normal copying charges

Blueprints:

\$2.00 for 16X17 (small)

\$2.50 for 24X36 (large)

ARB Hearings Tape Duplication:

\$10.00 per cassette for labor plus the cost of the cassette

Microfilm Copies:

\$1.00 per page

Computer Time:

\$125 per CPU hour be billed to the nearest 15 minute break

Computer Printed Listings:

\$0.10 per page. This cost is in addition to the actual cost for computer time listed above.

Computer Printed Field Cards:

\$0.10 per page

Entity Master on Tape:

\$30 each. This cost is in addition to the actual cost for computer time listed above.

Survey Control Network Notebook:

\$25 each

Maps, Digitally Generated:

\$55 per hour for computer time

Tapes for Digital Maps:

Media for digital maps to be charged at actual cost.

Diskettes, 3 1/2", for Digital Maps:

Media for digital maps to be charged at actual cost.

Microfiche of Appraisal Roll:

Microfiche currently on hand to be charged at actual cost.

Microfiche of Alpha Listing:

Microfiche currently on hand to be charged at actual cost.

The Chief Appraiser, at his discretion, may waive any of the above charges for taxing entities, agencies benefiting the taxing entities or the District, and the State Legislature.

ORA Sec. 552.264

Sec. 552.267

If any requests are made which require compilation of data after office hours, charges will be based on actual cost for overtime rates.

Any request not delineated in this section will be charged at actual cost based on time and supplies involved.

For computer printing requiring special forms, the requesting party must either provide the necessary forms or reimburse the District for the actual cost of the forms.

A charge will not be imposed for inspection of any public record unless it contains confidential information that must be edited prior to inspection.

ORA Sec. 552.271

A charge will not be imposed for inspection of information that exists in an electronic medium unless complying with the request will require programming or manipulation of data.

ORA Sec. 552.272

The District will comply with charges for public information as set by the General Services Commission.

ORA Sec. 552.262

No sales tax will be charged on any open records.

Revised 2/20/85
Resolution #85-8
Revised 2/26/92
Resolution #92-7
Revised 6/15/94
Resolution #94-10

02.09 Payment Procedures

Copies of requested public information will be provided to the requesting party after receipt of payment for any and all charges.

The District may require a deposit or bond for payment of anticipated costs for the preparation of copies of public information if the charges are to exceed \$100.

ORA Sec. 552.263

8-03.00 Laws of the State of Texas

03.01 General

The Texas Property Tax Code, Texas State Constitution, and all other laws of this State take precedence over any rules adopted by the Board of Directors.

8-04.00 Taxpayer Complaints and Public Access Policies

Revised 11/15/89
Resolution #89-18

04.01 Appointment of Taxpayer Liaison Officer

Revised 1/21/04
Resolution #04-3
PTC Sec. 6.052

The Board of Directors appoints a Taxpayer Liaison Officer (TLO) to administer the public access functions.

Due to the minimal workload associated with this position, the Board shall appoint a current Appraisal District employee as TLO.

04.02 Complaint Procedures

PTC Sec. 6.04(d)

Any person having a complaint concerning the Appraisal District and its operations that falls under the jurisdiction of this Board shall be granted the opportunity to discuss said complaint with the Board.

At each meeting of the Board, a portion of time for public comments will be allowed to hear any comments from the public on any matter under its jurisdiction; however, no action may be taken by the Board at that time.

Any complaint requiring action by the Board must be filed through the Taxpayer Liaison Officer (TLO). Said complaints will be investigated by the TLO, who will act as the intermediary between the taxpayer and the Board of Directors. In order to file a complaint, the necessary steps must be taken:

1. File a written complaint with the TLO. The complaint should adequately describe the situation, the person(s) involved, and the action(s) the taxpayer would like the Board to take concerning the complaint.
2. The TLO will research each complaint for all possible remedies. If the TLO and the taxpayer are able to resolve the problem, the TLO will then report the problem and its resolution in her informational report to the Board at their next regular scheduled meeting.

If the TLO and the taxpayer are not able to resolve the problem, the TLO will place the complaint as an action item on the agenda for the next regular scheduled meeting of the Board of Directors.

3. A taxpayer filing an unresolved complaint requiring action of the Board will be granted the opportunity to present his complaint to the Board in person. In order for a complaint to be placed as an action item on the Board's agenda, adequate time must be given to allow the TLO to investigate the complaint and attempt to resolve

the situation and allowing proper time to comply with Section 551.000 et seq of the Texas Government Code concerning the Open Meetings Act.

4. A taxpayer must further outline any special assistance or arrangements he will require in order to make his presentation to the Board, such as translators for non-english speaking or deaf persons, or special needs for a person having any physical, mental, or development disability.
5. If an taxpayer has an impairment and cannot present his complaint in writing, the complaint will be recorded on cassette tape and the tape will be played for the Board in lieu of the written complaint.

While a complaint is under investigation, the TLO will report on the status of the complaint to both the taxpayer and the Board until the complaint is resolved and presented to the Board, unless notification would jeopardize an investigation.

PTC Sec. 6.04(g)

04.03 Public Information Pamphlets

The Board shall prepare information of public interest describing the functions of the Board and the Board's procedures by which complaints are filed with and resolved by the Board. The Board shall make the information available to the public and the appropriate taxing jurisdictions.

PTC Sec. 6.04(f)

04.04 Jurisdiction of the Board

PTC Sec. 6.04(d)

PTC Sec. 6.052(a)

The Board of Directors may hear any complaint that falls under their jurisdiction. The Board does not have jurisdiction to hear a complaint on any matter than may be protested under PTC Section 41.41. The responsibilities of the Board that the Board may hear complaints concerning include:

1. Appointment of the Chief Appraiser;
2. Contract with other appraisal offices, taxing units, or private firms to perform appraisal functions;
3. Adopting annual budgets for the operation of the Appraisal District and any collection functions it may have under contract;
4. Determining the method of financing the annual budgets based on cost allocation among taxing units;
5. Purchasing or leasing real property, as well as constructing improvements, to establish the appraisal office;
6. Ensuring preparation of annual audits by certified public accountants;
7. Selecting a financial institution to deposit funds through bid solicitation;
8. Entering into contracts for appraisal functions, and for all expenditures in excess of \$5,000 complying with the competitive bidding requirements established by law;

9. Being a necessary party to lawsuits brought by property owners concerning appraisals;
10. Approving the appointment of the agricultural advisory board;
11. Appoint the members of the appraisal review board and increasing the size of said board's membership when necessary;
12. Administering the District office in any other manner required by law.

04.05 Public Access Policies

PTC Sec. 6.04(e)

For non-English speaking persons or for the hearing impaired, a translator will be provided. The taxpayer must arrive at the Appraisal District office at least 15 minutes prior to the Board meeting in order to meet with the translator. All translators providing services for the Appraisal District will be notified at least one week in advance to arrange for the meeting. All translators will be compensated for their services based on their normal and customary fees for said services.

For persons having a physical, mental, or developmental disability, services through students at Lamar University studying in that particular area will be contacted to provide the necessary services, including but not limited to the following; proper arrangements for public forums to include the correct placement of microphones and sufficient area for wheelchairs and other mobility aides.

8-05.00 Disaster Evacuation Procedures

Added 8/09/06
Resolution #06-8

05.01 Evacuation Decision

The Chief Appraiser shall be responsible for using good judgment in deciding to evacuate District employees in the case of an impending disaster or emergency situation. In general, an evacuation should not be ordered by the Chief Appraiser unless a mandatory evacuation has been called by the proper county authorities or in an emergency situation that could result in harm to District employees.

5.2 Board Notified of Evacuation

The Chief Appraiser shall use due diligence to notify the Chairperson of the Board of Directors in the event of an evacuation order. The Chief Appraiser shall also notify all other Board members whenever possible.

5.3 Disaster Evacuation Checklist

The Business Manager shall be responsible for establishing and maintaining a Disaster Evacuation Checklist to be followed by District personnel in the case of an evacuation.

3-00.00: BUDGET

3-01.00 Budget Officers Designated

01.01 General

The Chairman of the Board of Directors shall serve as the Chief Budgetary Officer and the Secretary shall serve as the Deputy Budgetary Officer.

3-02.00 Preliminary and Adopted Budget

02.01 Preliminary

Each year the Chief Appraiser shall prepare a proposed budget for the operations of the District for the following tax year and shall submit copies to each taxing unit participating in the District and to the District Board of Directors before June 15. Included in the budget shall be a list showing each proposed position, the proposed salary for the position, all benefits proposed for the position, each proposed capital expenditure, and an estimate of the amount of the budget that will be allocated to each taxing unit.

PTC Sec. 6.06(a)

02.02 Approval of Budget

The Board of Directors shall hold a public hearing to consider the budget. The Secretary of the Board shall deliver to the presiding officer of the governing body of each taxing unit participating in the District not later than the 10th day before the date of the hearing a written notice of the date, time, and place fixed for the hearing. The Board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before September 15. If governing bodies of a majority of the taxing units entitled to vote on the appointment of Board members adopt resolutions disapproving budget and file them with the Secretary of the Board within 30 days after its adoption, the budget does not take effect, and the Board shall adopt a new budget within 30 days of the disapproval.

PTC Sec. 6.06(b)

02.03 Amendment to Budget

The Board may amend the approved budget at any time, however, in the area of employee salaries and benefits and capital expenditures, the Secretary of the Board must deliver a written copy of a proposed amendment to the presiding officer of the governing body of each taxing unit participating in the District not later than the 30th day before the date the Board acts on it.

PTC Sec. 6.06(c)

For the purpose of this section, a capital expenditure shall mean the purchase of a fixed asset with a useful life greater than two years and the initial acquisition cost being greater than \$3,500.

Revised 11/13/02
Resolution #02-13

02.04 Five-Year Capital Expenditures Budget

The Chief Appraiser shall present a five-year capital expenditures budget to the Board of Directors on an annual basis. The capital expenditures budget is to be presented no later than at the meeting at which the Board adopts the subsequent year budget. The Board shall receive the capital expenditures budget as an information item only.

The Board shall review the capital expenditures budget annually, making any adjustments as deemed necessary.

Added 5/24/95 Resolution

#95-9

02.05 Salary Adjustment Procedures

Prior to adoption of the budget, the District shall conduct a survey of the cost-of-living salary increases granted by the County, the cities, and the school districts. The salary increases are weighed in direct proportion to the percentage each entity's tax levy relates to the total taxes levied by these entities. In granting a cost-of-living salary increase to the District employees, the Board shall consider the salary increases granted by these entities.

Added 6/10/98
Resolution #98-13

If a salary has been frozen following a study to determine the prevailing market rate for that position, a cost-of-living salary increase shall not be granted to that position until such time that the prevailing market rate equals or exceeds the frozen salary. These positions shall be granted a lump sum payment equal to the cost-of-living salary adjustment (percentage increase) granted by the Board of Directors. The lump sum payment shall be based on the frozen salary for the position. If the percentage increase applied to a frozen salary causes that position to be paid compensation exceeding the prevailing market rate, then the salary for that position shall be placed at the prevailing market rate and the lump sum payment shall be limited to the difference between the percentage increase applied to the preceding year's frozen salary and the amount of monies necessary to increase the salary to the prevailing market rate. The lump sum payment shall be included in the January payroll. Should an employee terminate during the year that a lump sum payment is received, said payment shall be prorated based on the actual days worked by the employee for that year. The unearned portion of the lump sum payment shall be deducted from the

employee's final paycheck. Should there not be sufficient monies in the employee's final paycheck to cover this reimbursement, the employee shall provide for the reimbursement on the final working day.

Added 2/17/99
Resolution #99-4
Revised 10/20/99
Resolution #99-17

02.06 Prevailing Rate Salary Policy

The District shall pay its employees at the prevailing rates paid for similar occupations at other Texas appraisal districts and the taxing entities it serves with whom the District competes for high quality staff, if financially able, based on the unweighted average rates of the designated comparator employers.

Added 12/9/98
Resolution #98-20

02.07 Increase in Salary for Attaining IAAO Appraisal Designations

Any employee in the following positions shall be granted a \$4,500 increase in annual salary upon the attainment of the Residential Evaluation Specialist (RES) designation and a \$6,000 increase in annual salary upon the attainment of the Certified Assessment Evaluator (CAE) designation granted by the International Association of Assessing Officers (IAAO): Appraiser, Valuations Analyst, Senior Appraiser, Supervisory Appraiser, Assistant Chief Appraiser, and Chief Appraiser. In the year the designation is attained, the increase shall be prorated from the date the designation is attained until the end of the fiscal year.

Costs relating to course attendance and examinations shall be in accordance with the annual adopted budget and the Personnel Policies as they relate to job-required courses.

Added 1/19/2000
Resolution #2000-3
Revised 10/17/07
Resolution #07-15

02.08 Increase in Salary for Attaining GIS/Mapping Designations

Any employee in the following positions shall be granted a \$3,000 increase in annual salary upon the attainment of the Cadastral Mapping Specialist (CMS) designation granted by the International Association of Assessing Officers (IAAO) or the Certified GIS Professional (GISP) designation granted by the GIS Certification Institute: GIS/Drafting Technician, GIS Analyst, GIS/Mapping Coordinator, Map Technician I, Map Technician II, and Senior Map Technician. In the year either designation is attained, the increase shall be prorated from the date the designation is attained until the end of the fiscal year.

For any employee attaining the GISP designation, the Cadastral Mapping Specialist (CMS) designation must also be attained within 5 years of attaining the GISP designation. Failure of any employee attaining the GISP designation to attain the CMS designation within five (5) years shall cause the \$3,000 salary increase to be revoked effective the first pay period following such failure. The District shall not grant any additional time for an employee to attain the CMS designation.

Costs relating to course attendance and examinations shall be in accordance with the annual adopted budget and the Personnel Policies as they relate to job-required courses.

Added 1/21/2009

Resolution #2009-04

3-03.00 Allocation of Budget

03.01 Method

Each taxing unit participating in the District is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the District by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the District by each participating unit for that year. If a taxing unit participates in two or more districts, only the taxes imposed in a district are used to calculate the unit's cost allocations in that district. If the number of real property parcels in a taxing unit is less than 5 percent of the total number of real property parcels in the District and the taxing unit imposes in excess of 25 percent of the total amount of the property taxes imposed in the district by all of the participating taxing units for a year, the unit's allocation may not exceed a percentage of the Appraisal District's budget equal to three times the unit's percentage of the total number of real property parcels appraised by the District. PTC Sec. 6.06(d)

03.02 Payment

Unless the governing body of a unit and the Chief Appraiser agree to a different method of payment, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect. A payment is delinquent if not paid on the date it is due. A delinquent payment incurs a penalty of 5 percent of the amount of the payment and accrues interest at an annual rate of 10 percent. If the budget is amended, any change in the amount of a unit's allocation is apportioned among the payments remaining.

PTC Sec. 6.06(e)

03.03 Disbursement of Funds

Payments shall be made to a depository designated by the District Board of Directors. The District's funds may be disbursed only by those persons having authority to sign checks as outlined in Section 4-04.00 of this manual.

PTC Sec. 6.06(f)

03.04 Liability

If a taxing unit decides not to impose taxes for any tax year, the unit is not liable for any of the costs of operating the District in that year, and those costs are allocated among the other taxing units as if that unit had not imposed taxes in the year used to calculate allocations. However, if that unit has made any payments, it is not entitled to a refund.

PTC Sec. 6.06(g)

03.05 Newly Formed Taxing Unit

If a newly formed taxing unit or a taxing unit that did not impose taxes in the preceding year imposes taxes in any tax year, that unit is allocated a portion of the amount budgeted to operate the District as if it had imposed taxes in the preceding year, except that the amount of taxes the unit imposes in the current year is used to calculate its allocation. Before the amount of taxes to be imposed for the current year is known, the allocation may be based on an estimate to which the District Board of Directors and the governing body of the unit agree, and the payments made after that amount is known shall be adjusted to reflect the amount imposed. The payments of a newly formed taxing unit that has no source of funds are postponed until the unit has received adequate tax or other revenues.

PTC Sec. 6.06(h)

03.06 Appropriation of Funds

The Chief Appraiser is authorized to reallocate funds from unencumbered balances to cover deficiencies in any budgeted amount of said category. However, any expenditure from the contingency fund requires approval of the Board of Directors.

Budget Resolutions

3-04.00 Changes in Method of Financing

04.01 By Board of Directors

The Board of Directors of an Appraisal District, by resolution adopted and delivered to each taxing unit participating in the District after June 15 and before August 15, may prescribe a different method of allocating the costs of operating the District unless the governing body of any taxing unit that participates in the District adopts a resolution opposing the different method, and files it with the Board of Directors before September 1. If a Board proposal is rejected, the Board shall notify, in writing, each taxing unit participating in the District before September 15.

PTC Sec. 6.061(a)

04.02 By Taxing Units

The taxing units participating in the Appraisal District may adopt a different method of allocating the costs of operating the District if the governing bodies of three-fourths of the taxing units that are entitled to vote on the appointment of Board members adopt resolutions providing for the other method. However, a change under this subsection is not valid if it requires any taxing unit to pay a greater proportion of the Appraisal District's costs than the unit would pay under Section 3-03.01 of this manual without the consent of the governing body of that unit.

PTC Sec. 6.061(b)

3-05.00 Revenues

05.01 Investment of Budget Funds

All revenues received from the taxing entities for budget allocations will be reinvested in interest-bearing accounts under the direction of the Chief Appraiser.

SECTION 11-00.00.00 COMPUTER DEPARTMENT GENERAL FUNCTIONS

11-01.00.00 DATA ENTRY DEPARTMENT

01.01.00 Create/Maintain New Reval Drawing System

01.01 Land Value Information Entered

The land value information is keyed to the New Reval Drawing System as follows:

1. Square footage or acreage
2. Price per square foot or acre
3. Frontage dimensions
4. Depth dimensions

01.02 Appraiser Notes Entered

Any special notes indicated on the appraisal card as they relate to the value of the land and/or improvements are keyed by the Appraisal Clerk's Department and maintained by the Data Department. New account information is keyed by the Data Department.

01.03 Reval Information Entered

The Reval Information previously keyed under Section 01-00.00.00 is keyed again.

01.04 Improvement Dimensions Entered

The dimensions of the improvements are entered using Option 6 – Drawing of Houses, Option 1 – Maintain Reval Master.

01.05 Information Proofed and File Updated

Once the drawing information has been entered, it is proofed against the appraisal card for accuracy, corrected as necessary, and updated to the New Reval Drawing File.

01.02.00 Miscellaneous Functions

02.01 Operation of Equipment

The Data Entry Department is responsible for the operation of the following equipment:

1. Forms burster
2. Forms deleaver
3. Forms jogger
4. Inserter

02.02 Filing

The Data Entry Department maintains the below listed files for a one year period. After one year, the files are maintained in accordance with the Records Retention Policy of the District.

1. Name/address change forms
2. All reports generated by the Data Entry Dept.

02.03 Report Printing and Binding

The Data Entry Department is responsible for printing and binding the following reports:

1. Preliminary appraisal rolls
2. Certified appraisal rolls
3. Exempt property rolls
4. Homestead exemption rolls
5. Owner rolls in alphabetic and numeric order
6. Tax Rep rolls
7. SIC rolls
8. Mortgage company rolls
9. Alpha rolls
10. New subdivision listing

02.04 Tax Rate/Exemption/Ag File

The Data Entry Department is responsible for maintaining the Tax Rate/Exemption file that contains the adopted tax rates and homestead exemption amounts granted for each taxing entity in the District.

11-02.00.00 PROGRAMMING DEPARTMENT

02.01.00 Miscellaneous Functions

01.01 Program Changes

When a program change is requested, the following procedures are performed:

1. Gather information for program change
2. Make changes to program in test library
3. Create test data files in test library
4. Execute program in test environment
5. Make any changes needed to correct program
6. Continue to test until program is correct
7. Copy live (original) program to a hold library
8. Replace original program with test program
9. Update documentation if applicable
10. Update menu
11. Inform the user that the program is now live
12. Have user execute new program

01.02 Weekly Backups

The following procedure is used to save the system on a weekly basis and should be done on Friday evening. This process should take from 3 to 4 hours. NO OTHER JOBS CAN BE RUNNING. ALL TERMINALS MUST BE SIGNED OFF.

One 50/100 gig tape is mounted in the TAP01 tape drive. The data entry operator performing the backup must be signed on to the AS/400 as QSECOFR. Key "Go Save," take Option 21 to save the entire system, then hit "enter" before leaving for the day. The backup will run after working hours.

Label the tapes, log the tapes in the logbook, and send the tapes to the bank once every two weeks. Hold three systems saves at the bank.

01.03 Daily Backups

The library SYLPDATA and all documents and folders will consist of the daily backup. The procedure to perform this function is SYPLLIB1. It will be executed each morning (Monday –Thursday) at 1:00 a.m. by the QBATCH job scheduler. A 50/100 gig tape should be mounted in TAP01 every afternoon before leaving for the day for this backup.

The Monday morning backup should go to the bank with the system, or weekly, backup on Tuesday mornings. All other daily backups should be taken home the next day by someone in the Data or Computer Departments and returned back to the office the following morning.

Three daily backups are maintained at the bank.

01.04 Power Down System

The AS/400 will be powered down each Wednesday morning at 1:00 a.m. by the QBATCH scheduler. The following procedure is executed to power down the system:

PWRDWN SYS OPTION (*IMMED) RESTART (*YES)

01.05 PIC Server Backups

The PIC Server, which is the PC containing the images of properties, is backed up on a weekly basis. The Data Entry Department is responsible for these backups.

A DDS4 2/040 GB mini tape is used for the backup. The tape is labeled with the date of the backup as well as the drives that are backed up. One tape is used for the C, F, and J drives and another one is used for the K, L, and M drives.

To start the backup process, the tape must be placed in the PIC Server. Push the tape until the drive pulls it into the backup unit. Click these icons in the following order: start/programs, veritas backup exec, backup exec (job monitor). On the job monitor screen, the class will change to completed and the job status will change to successful when the job is completed. Once the backup is complete, dismount the tape by pressing the button on the tape backup unit on the CPU.

Copies of the backups are maintained in the District's safety deposit box. Backups are maintained as follows: certification date, last backup for the month of January, and the three most current backups.

01.06 Dell Server Backups

The Dell Server, which is the PC containing reports, deed cards, and Lazor Vault Reports, is also backed up on a weekly basis. The Data Entry Department is responsible for these backups.

To backup the Dell Server, follow the same procedures as outlined in Section 11-02.01.05 above with the exception that one tape is used to backup the C and F drives. Backup copies are maintained the same as for the PIC Server.

01.07 Virus Protection for PC's with Internet Access

All PC's with Internet access must have a virus protection program running in real time and should be updated at least on a weekly basis. The Data Entry Department will schedule each PC for the realtime update and the weekly virus scan. The PC user is responsible for verifying that these procedures are run on a weekly basis.

01.08 CD Backup of Reports

The Data Entry Department will copy the following reports/documents to CD for archival purposes:

- Notices of Appraised Value
- Preliminary Detail Roll
- Preliminary PU Recap
- Preliminary Tax Calculations
- Preliminary PU Compares
- Certified Detail Roll
- Certified PU Recap
- Certified Tax Calculations
- Certified PU Compares
- Certified Alpha Roll – One Line
- Certified Exemption Roll
- Certified Homestead Exemption Roll
- Previous Year Entity Logs
- Previous Year Tax Calculations (Before, After, and Final)
- Previous Year Entity Recap
- Previous Year Ledger Balance
- Previous Year Chief Letters
- Previous Year Summary Update
- Previous Year Record Update
- Previous Year Certified Letters
- Previous Year Post ARB Letters
- Previous Year Board Letters
- Previous Year Homestead Letters

01.09 Internet Updates

The value information on the Internet is updated once a year after certification. The Information System Supervisor is responsible for this update.

The reports section of the Internet is updated once a year after certification. The Administrative Assistant is responsible for this update.

SECTION 4-00.00.00 EXEMPTIONS

04-01.00.00 EXEMPTION CATEGORIES

01.01.00 Absolute Exemptions

01.01 Public Property

Property owned by the State of Texas or its political subdivisions is exempt from taxation if it is used for public purposes. PTC Sec 11.11(a)

Public property rented or leased to a private business enterprise and not used for the purpose of the state agency or institution owning the property is taxable. PTC Sec 11.11(c)

The leasehold estate in public property is taxable to the lessee. If such a leasehold is terminated and taxes remain unpaid in the leasehold estate, the tax liability becomes a personal liability of the lessee who possessed the leasehold estate when the tax was imposed. PTC Sec 23.13 Notes

01.02 Federal Property

Property that is exempt under federal law is automatically exempt from taxation. PTC Sec 11.12

01.03 Tangible Personal Property Not Producing Income

An individual is entitled to an exemption from taxation on all tangible personal property, other than manufactured homes, that is owned and not held or used for production of income.

The governing body of a taxing entity may take official action to tax tangible personal property that is otherwise exempt. PTC Sec 11.14

01.04 Family Supplies and Farm Products

Family supplies that are reasonably necessary for daily use in operating and maintaining a home or farm are exempt from taxation. PTC Sec 11.15

Farm products in the hands of the producer are also exempt from taxation. Farm products include crops, livestock, poultry, nursery products in a growing state, and standing timber. PTC Sec 11.16

01.05 Implements of Farming or Ranching

Implements of farming or ranching used in the production of farm, ranch, or timber products are exempt from taxation. Implements of farming, ranching, or timber production are movable personal property necessary to carry on the

business of farming, ranching, or timber production and include tractors, plows, combines, and other specially equipped machinery. Improvements or fixtures to real property are not considered implements. PTC Sec 11.161 and Notes

01.06 Cemeteries

Property that is owned and used exclusively for human burial and is not used for the production of income is exempt from taxation. Such property must be dedicated exclusively for the purpose of human burial. PTC Sec 11.17

01.07 Charitable Organizations

Property that is owned by an organization that qualifies as a charitable organization as provided by the Property Tax Code is entitled to an exemption from taxation on the buildings and tangible personal property that are owned and exclusively used by the charitable organization. PTC Sec 11.18

01.08 Youth Development Associations

Associations that promote the threefold purposes of religious, educational, and physical development for boys, girls, young men, and young women are exempt from taxation. PTC Sec 11.19

01.09 Religious Organizations

Certain property owned by a religious organization may qualify for an exemption. The organization must meet all legal requirements outlined in the Property Tax Code to be exempt. If the organization does qualify, all of the property used for religious purposes, including property reasonably necessary for use as a clergy residence, is exempt from taxation. PTC Sec 11.20

01.10 Schools

The property owned and used by a qualifying school is exempt from taxation. PTC Sec 11.21

01.11 Miscellaneous Absolute Exemptions

The property listed below is also exempt from taxation providing it qualifies under the guidelines of the Property Tax Code:

1. Federation of Women's Clubs
2. Nature Conservancy of Texas
3. Congress of Parents and Teachers
4. Private Enterprise Demonstration Associations
5. Bison, buffalo, and cattalo
6. Theater schools
7. Community service clubs

8. Medical center developments
9. Scientific research corporations
10. Solar and wind-powered energy devices
11. Offshore drilling equipment not in use
12. Intracoastal waterway dredge disposal sites (there is no Constitutional provision for this exemption)
13. Veterans' organizations
14. Marine cargo containers used exclusively in international commerce
15. Nonprofit water supply or wastewater service corporations
16. County fair associations
17. Incomplete improvements
18. Motor vehicles leased for personal use (unless governing body of city takes action to tax before January 1, 2002)
19. Pollution control property (refer to Section 1-01.05.00 for more information)
20. Certain water conservation initiatives

PTC Sec 11.23
 PTC Sec 11.25
 PTC Sec 11.252
 PTC Sec 11.27
 PTC Sec 11.271
 PTC Sec 11.29
 PTC Sec 11.30
 PTC Sec 11.31
 PTC Sec 11.32

01.12 Tax Abatements

Property that is the subject of a tax abatement agreement with a taxing entity is entitled to an exemption, either in whole or in part, depending on the terms of the abatement agreement.

PTC Sec 11.28

For detailed information on tax abatements, refer to Section 03-00.00.00.

01.13 Low Income Housing Organizations

Charitable organizations improving property for low-income housing and community housing development organizations improving property for low-income and moderate-income housing are entitled to an exemption providing they meet all of the requirements outlined in the Property Tax Code.

PTC Sec 11.181

PTC Sec 11.182

01.14 Tangible Personal Property Producing Income and Mineral Interests with Value Less Than \$500

Tangible personal property that is held or used for the production of income is exempt if it has a taxable value of less than \$500.

PTC Sec 11.145

Mineral interests are exempt from taxation if the interest has a taxable value of less than \$500. PTC Sec 11.146

01.15 Associations Providing Assistance to Ambulatory Health Care Centers

Associations engaging exclusively in providing assistance to ambulatory health care centers that provide medical care to individuals without regard to the individuals' ability to pay, including providing policy analysis, disseminating information, conducting continuing education, providing research, collecting and analyzing data, or providing technical assistance to health care centers are entitled to an exemption providing they meet all of the requirements outlined in the Property Tax Code. PTC Sec 11.183

01.16 Organizations Engaged Primarily in Performing Charitable Functions

An exemption under this section may not be granted unless the exemption is adopted either by the governing body of the taxing unit or by a favorable vote of a majority of the qualified voters of the taxing unit. The taxing units in Jefferson County currently granting this exemption are: Jefferson County, Port Neches-Groves ISD, City of Groves, City of Nederland, City of Port Arthur, City of Port Neches, Port of Beaumont, Port of Port Arthur, Drainage District #6, and Drainage District #7.

Before an organization may submit an application for an exemption under this section, the organization must apply to the Comptroller for a determination of whether the organization is engaged primarily in performing functions listed in PTC Section 11.18(d) and is eligible for an exemption under this section.

An exemption under this section expires at the end of the fifth tax year after the year in which the exemption is granted. To continue to receive an exemption under this section after that year, the organization must obtain a new determination letter and reapply for the exemption. PTC Sec 11.184

01.02.00 Historic and Archeological Sites

PTC Sec 11.24

02.01 Historic or Archeological Designation Granted

By local option, the governing body of a taxing entity may grant an historic or archeological exemption on property that has been designated as a Recorded Texas Historical Landmark or archeological site by the taxing entity and the Texas Historical Commission. If a taxing entity decides to grant such an exemption to a property, it must do so by official action in the manner required by law. A taxing entity must report adoption or changes of such an exemption to the Appraisal District within 30 days of action.

02.02 Exemption Amount

The governing body may exempt from taxation all or part of the market value of the improvement and the land of an historic or archeological site.

02.03 Exemption Procedures

If the historic or archeological site exemption granted by an entity exempts all of the property, the exemption is handled in the same manner as an absolute exemption.

If the historic or archeological site exemption exempts only a portion of the value of the property, the exemption is handled in the same manner as a tax abatement. Refer to Section 03-00.00.00 for procedures concerning tax abatements.

02.04 Documentation Required

In addition to filing an annual application form as outlined in Section 04-02.00.00, a property owner must file a copy of the resolution adopted by the taxing entity granting the exemption and a copy of the resolution adopted by the Historic Landmark Commission verifying substantial completion of the restoration work.

01.03.00 Residence Homestead Exemptions

PTC Sec 11.13

03.01 Definition

A property owned and used by the property owner as his residence homestead as of January 1 of each year qualifies for a residence homestead exemption on a portion of the value of the property. A residence homestead is defined as a house and a yard used as the principal residence of the owner. Condominiums, townhomes, co-op housing, and mobile homes can also qualify as residence homesteads.

(Refer to Section 3-02.03.02 for exceptions concerning the qualification date for the over 65 homestead exemption.)

03.02 Types of Exemptions

General Homestead Exemptions:

A general homestead exemption is available to all qualifying property owners.

STATE MANDATED:

Counties: A county that levies a farm-to-market road or flood control tax must grant a \$3,000 exemption.

School Districts: A school district must grant a \$15,000 exemption.

LOCAL OPTION:

Any governing body of a taxing entity – county, city, school district, or special district – may grant a percentage homestead exemption. This optional exemption cannot exceed 20 percent of the market value, is in addition to all other exemptions that the taxing entity offers, and is applied prior to any other possible exemptions. If the exemption is granted, no homestead may receive less than a \$5,000 exemption from its value.

Over 65 Homestead Exemption and Surviving Spouse:

A property owner who is 65 years of age on or before December 31 of the tax year is entitled to receive this exemption in addition to the general homestead exemption. If a person is 55 years of age and is the surviving spouse of a person who was receiving the over 65 exemption at the time of death, the surviving spouse is entitled to receive this exemption.

STATE MANDATED:

A school district must grant a \$10,000 exemption.

LOCAL OPTION:

A taxing entity – county, city, school district, or special district – may grant an optional over 65 homestead exemption. The minimum amount of this exemption is \$3,000; law sets no maximum amount. For school districts, this exemption is granted in additional to the state-mandated exemption.

Disability Exemption:

A homeowner who is disabled for the purpose of payment of disability insurance benefits under the Federal Old-Age, Survivors, and Disability Insurance act is entitled to receive a disability exemption in addition to the general homestead exemption. If a person meets the definition of disability stated above but does not receive benefits from Social Security, he or she may still qualify for the disability exemption.

A homeowner may not receive both the disability and the over-65 homestead exemption. Unless a taxing entity grants a larger amount for the disability exemption than the over 65 exemption, it would be to the property owner's advantage to apply for the over 65 exemption since it freezes the taxes for school district purposes.

STATE MANDATED:

A school district must grant a \$10,000 exemption.

LOCAL OPTION:

A taxing entity – county, city, school district, or special district – may grant an optional disabled homestead exemption. The minimum amount of this exemption is \$3,000; no maximum amount is set by law. For school districts, this exemption is granted in addition to the state-mandated exemption.

Tax Ceiling:

SCHOOL DISTRICTS – OVER-65 AND DISABILITY

Individuals who qualify for the over 65, surviving spouse, or disability exemption granted by the school districts receive a tax ceiling, or freeze. This ceiling ensures that the school taxes on a residence homestead will not increase above the amount of tax imposed in the first year of the individual's qualification for the homestead. (The law on the school tax ceiling became effective in 1979. Tax ceilings were recalculated in 1997 due the passage of HB 4, which increased the state-mandated homestead from \$5,000 to \$15,000. The tax ceiling on the disability exemption became effective 1/1/04.)

The school taxes on the homestead will not increase from the first year qualified provided that the person retains the homestead and does not make improvements such as an addition to the property.

If a person qualifies for the over-65 homestead exemption prior to receiving the general homestead exemption, the taxes are frozen at the lesser of the amount of taxes paid in the first year of qualification or the subsequent year. (This provision is necessary since the over-65 homestead exemption is retroactive to January 1 and the general homestead exemption is not.) PTC Sec 11.26(a)

The school tax ceiling is transferable should a property owner move to another residence in the State of Texas. The percentage of freeze is transferred to the new residence, not the amount of freeze. Refer to Section 04-06.01.01 for procedures regarding the transfer of the over-65 tax freeze. PTC Sec 11.26(h)

TAX CEILING – COUNTY AND CITIES

By local option, the County or any city may adopt the tax ceiling for individuals who qualify for the over 65, surviving spouse, or disabled exemption. The tax ceiling is the same as the school tax ceiling with the exception of portability. A property owner qualifying for the tax ceiling for the County and cities may only transfer the same percentage of taxes paid to a subsequent qualified homestead if the subsequent qualified homestead is in the same taxing unit. Further, the County or any city may adopt the tax ceiling without adopting the local option over-65 or disabled exemption.

Currently, Jefferson County has adopted the local option tax ceiling.

PTC Sec 11.261

03.03 Exemption Limitation

A property owner cannot receive a homestead exemption greater than the value of the property or the property owner's interest in that property.

01.04.00 Disabled Veterans' Exemption

PTC Sec 11.22

04.01 Definition

Disabled veterans and their survivors receive a partial exemption based on the veteran's service-connected disability rating. All taxing entities must grant this exemption. A qualified veteran or survivor must designate only one property, real or personal, to receive the exemption. The designated property may receive other exemptions or special productivity valuation; however, the exemption may not be divided among two or more properties.

04.02 Amount of Exemption

Listed below is the exemption amount allowed based on the disability rating:

0% to 9% disabled:	\$ 0
10% to 30% disabled:	\$ 5,000
31% to 50% disabled:	\$ 7,500
51% to 70% disabled:	\$10,000
In excess of 70% disabled:	\$12,000
10% disabled or more and over 65:	\$12,000
Loss of use of one or more limbs, total blindness In one or both eyes, or paraplegia	\$12,000

A surviving spouse of a person who dies on active duty receives an exemption of \$5,000 from the market value of a property the spouse owns and designates.

A surviving minor child of a deceased disabled veteran receives an exemption equal to the veteran's exemption at the time of death. The amount of exemption is divided by the number of eligible children. The exemption for each child applies to a property that the child owns and designates.

01.05.00 Pollution Control Exemptions

PTC Sec 11.31

05.01 Pollution Control Defined

Pollution control property is defined as property that is used wholly or partly as a facility, device, or method for the control of air, water, or land pollution. Property that is manufactured or produces a product or provides a service that prevents, monitors, controls, or reduces air, water, or land pollution is not pollution control property. Property used for residential purposes, or for recreational, park, or scenic uses as defined by PTC Section 23.81 is not pollution control property.

05.02 Use Determination Made

A property owner seeking a pollution control exemption must first file a permit application with the Texas Natural Resources Conservation Commission (TNRCC).

Once TNRCC approves the application, they furnish a Use Determination to the Appraisal District stating the percentage of the exemption.

05.03 Application Filed

The property owner must then file an application with the Appraisal District as outlined in the next section.

04-02.00.00 EXEMPTION APPLICATIONS

02.01.00 Application Procedures

01.01 Application Filed

To receive an exemption, a person claiming the exemption must apply for it; an exception being those persons claiming an exemption for public or federal property, tangible personal property not producing income, tangible personal property producing income with a value less than \$500, mineral interests with a value less than \$500, family supplies, farm products, and implements of farming or ranching, and marine cargo containers used exclusively in international commerce.

To apply for an exemption, a person must file the appropriate exemption application form as listed below: PTC Sec 11.43(a)

1. Residence Homestead – general, over 65, and disability (Form #91-030-100)
2. Disabled Veteran (Form #91-030-101)
3. Cemeteries (Form #91-030-102)
4. Charitable Organizations (Form #91-030-103)
5. Dredge Disposal Site (Form #91-030-105)
6. Historic and Archeological Site (Form #91-030-107)
7. Tax Abatements (Form #91-010-100)
8. Miscellaneous Exemptions (Form #91-030-109)
 - a. Federation of Women's Club
 - b. Nature Conservancy
 - c. Congress of Parents and Teachers
 - d. Private Enterprise Demonstration Associations
 - e. Medical Center Development
 - f. Community Service Club
 - g. Scientific Research Organizations
 - h. Veterans' Organizations
9. Offshore Drilling Equipment (Form #91-030-111)
10. Religious Organization (Form #91-030-112)

11. Schools (Form #91-030-113)
12. Solar or Wind-Powered Energy Devices (Form #91-030-114)
13. Theater Schools (Form #91-030-115)
14. Youth Development Organizations (Form #91-030-117)
15. Nonprofit Water Supply or Wastewater Service Corporations (Form #00-030-122)
16. Low Income Housing – Charitable Organizations (Form #00-030-123)
17. Low Income Housing – Community Housing Development Organizations (Form #00-030-124)
18. Pollution Control Property (#96-030-121)
19. Ambulatory Health Care Center Assistance (Form #00-030-125)

01.02 Application Frequency

ONE-TIME APPLICATION:

Once an exemption on the below listed properties has been granted, a new application is not required until the property changes ownership or the person's qualification for the exemption changes. However, the District may require a person to file a new application to confirm the current qualification for the exemption by delivering a written notice that a new application is required, accompanied by an appropriate application form.

1. Residence homestead
2. Disabled veterans
3. Cemeteries
4. Charitable organizations
5. Youth, spiritual, mental, and physical development organizations
6. Religious organizations
7. Schools
8. Intracoastal waterway dredge disposal sites
9. Pollution control
10. Medical center development
11. Nonprofit water supply or wastewater service corp.
12. Association providing assistance to ambulatory health care centers
13. Charitable organizations improving property for low-income housing
14. Community housing development organizations improving property for low-income housing

PTC Sec 11.43(c)

ANNUAL APPLICATION:

An exemption application must be filed annually for the below listed properties:

1. Miscellaneous exemptions under PTC Sec 11.23
2. Historic or archeological sites
3. Solar- and wind-powered energy devices
4. Offshore drilling equipment not in use
5. Tax abatement agreements

- 6. Freeport property
- 7. Certain water conservation initiatives PTC Sec 11.43(b)

01.03 Application Date

Property owners required to file an exemption must do so before May 1 of each year. For good cause shown, the Chief Appraiser may extend the deadline for filing an exemption application by written order for a single period not to exceed 60 days. PTC Sec 11.43(d)

An organization that acquires property that qualifies for the charitable organizations improving property for low-income housing exemption (PTC Sec. 11.181) or the Community Housing Development Organizations Improving Property for low-income and moderate-income housing exemption (PTC Sec. 11.182) may apply for the exemption for the year of acquisition not later than the 30th day after the date the organization acquires the property. PTC Sec 11.436(a)

01.04 Late Applications

If a person fails to file a required application timely, the exemption may not be granted for that year with the following exceptions:

Residence homestead exemptions may be filed after the deadline providing they are filed within one year after the taxes on the homestead became delinquent. PTC Sec 11.43(e)
PTC Sec 11.431(a)

Religious organizations, schools, charitable organizations, and veteran's organizations exemptions may be approved after the filing deadline if the application is filed not later than December 31 of the fifth (5th) year after the year in which the taxes for which the exemption is claimed were imposed. The applications may not be approved if the taxes on the property for the year in which the exemption is claimed are paid before the application is filed.

PTC Sec 11.433(a)
PTC Sec 11.434(a)
PTC Sec 11.435(a)
PTC Sec. 11.438(a)

Disabled veteran's exemptions may be approved after the filing deadline if the application is filed not later than the first anniversary of the earlier of the date the taxes on the property were paid or the date the taxes became delinquent. PTC Sec. 11.439(a)

Freeport exemptions may be approved after the filing deadline if the application is filed before the date the Appraisal Review Board approves the appraisal records. PTC Sec. 11.439(a)

01.05 Publicizing Requirements

Each year the requirements relating to the availability of exemption forms and the filing requirements for the exemptions shall be publicized by placing a ¼ page ad in the Beaumont Enterprise. Exhibit #3

This ad shall be submitted in a timely fashion to ensure publication in January of each year. PTC Sec 11.44(b)

01.06 Notification Requirement for Properties Requiring Annual Application

Before February 1 of each year, the Roll Department must send an appropriate exemption application form to each person who received an exemption requiring annual application in the prior year, with the exception of abatements and historic exemptions, which are handled by the Administrative Assistant.

PTC Sec 11.44(a)

With each of these exemption applications, a brief explanation containing the following information shall be included:

1. A statement that the exemption claimed in the previous year must be applied for annually.
2. A statement that the applicant must file the application before May 1 of the tax year and must furnish the information required on the application for the application to be valid.
3. A statement that the Chief Appraiser, for good cause, may extend the deadline once for a period up to 60 days.
4. A statement that if the application is not timely filed, the exemption must be denied.
5. A statement that the Chief Appraiser is required to cancel a granted exemption if he discovers any reason that the exemption should not have been granted, and in such an event, the Chief Appraiser will deliver a written notice by certified mail to the property owner within 5 days after the date he makes the cancellation.

PTD Rule 9.3034

01.07 Special Application Provisions for Deceased Persons

If a property owner becomes eligible for an over 65 or disability homestead exemption for the first time in a tax year but dies prior to making application for the exemption, and the surviving spouse is not eligible for the exemption, the surviving spouse may file the application for that year based on the deceased spouse's eligibility. PTC Sec 11.13(q)

In the subsequent tax year, the exemption will be deleted unless the surviving spouse becomes eligible for the exemption and makes application.

01.08 Confidential Information

A driver's license number, personal identification certificate number, or social security number provided in an application for an exemption application is confidential and not open to public inspection. The information may not be disclosed to any one other than an employee of the District or to those persons specifically listed in PTC Sec 11.48(b).

PTC Sec 11.48

02.02.00 Application Processed

02.01 Action on Application

All exemption applications are processed by the Roll Department. Once an application is received, it must be acted upon in one of the following manners:

1. Approve the application
2. Modify the exemption
3. Disapprove the application and request additional information
4. Deny the application

If additional information is requested, the applicant must furnish it within 30 days after the date of the request or the application is denied.

PTC Sec 11.45(a,b)

02.02 Notification Requirements on Modifications and Denials

If an application is modified or denied, the property owner must be mailed by certified mail a written notice of the modification or denial within five days after the date the determination is made. The notice must include a brief explanation of the procedures for protesting the modification or denial.

PTC Sec 11.45(d)

02.03 Protest Procedures

In order to file a protest on the modification or denial of an exemption, a property owner must file a written protest within 30 days of the date the notice of the determination was mailed.

PTC Sec 41.44(a)(2)

02.04 Exemption Codes

All accounts receiving an exemption are coded for the appropriate exemption code as listed on the Exempt Property Classification Codes. Exhibit #7

The exemption application form is also coded in the top right-hand corner for the type of exemption granted as follows:

- A – Over 65
- D – Disability
- H – General Homestead

02.05 Late Applications Coded

If a property owner files a late application as outlined in Section 04-02.01.04, the application is coded in the same manner as above for the applicable tax year, with special care being given to the over-65 tax freeze code.

02.06 Tax Master Maintained

The Roll Department completes a Data Change Form (Form #91-030-300) indicating the appropriate property use or exemption code and submits it to the Data Department in order to update the Tax Master.

02.07 Files Maintained

The Roll Department files the original exemption application.

02.03.00 Exemption Qualification Dates

03.01 Public Property

Property owned by the State of Texas or a political subdivision of the State of Texas is exempt from taxation immediately upon qualification for the exemption.
PTC Sec 11.42(b)

03.02 Over 65 Homestead Exemption

The over 65 exemption is effective as of January 1 of the tax year in which the person qualifies for the exemption and applies to the entire tax year.
PTC Sec 11.42(c)

It is possible for a property owner to receive the over 65 homestead exemption and not receive the general homestead exemption.

03.03 Acquisition of Property After January 1

A property owner who acquires property after January 1 of a tax year may receive an exemption authorized by Section 11.17 (Cemeteries), 11.18 (Charitable Organizations), 11.19 (Youth Spiritual, Mental, and Physical Development Associations), 11.20 (Religious Organizations), 11.21 (Schools), 11.23 (Miscellaneous Exemptions), and 11.30 (Nonprofit Water Supply or Wastewater Service Corporations) for the applicable portion of that tax year immediately on qualification for the exemption.
PTC Sec 11.42(d)

03.04 Extension for Amendment to Bylaws – Religious Organizations and Schools

If an exemption application is denied for a religious organization under PTC Sec 11.20 that would have otherwise qualified for the exemption on January 1 of the year but that did not satisfy the requirements of Subsection(c)(4) of that section on that date, the organization is eligible for the exemption for the year if the organization satisfies the requirements of Section 11.20(c)(4) before the later of:

1. June 1 of the year to which the exemption applies
2. The 60th day after the date the organization is notified of its failure to comply with those requirements.

Subsection(c)(4) requires a religious organization by charter, bylaw, or other regulation direct that on discontinuance of the organization, the assets be transferred to the State of Texas, the United States, or a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue code of 1954, as amended.

The same provisions apply to schools under PTC Sec 11.21 Subsection (d)(5).
PTC Sec 11.42(a)

03.05 Acquisition of Property Used for Low-Income Housing After January 1

An organization that acquires property that qualifies for an exemption under PTC Section 11.181(a) or 11.182(a) may apply for the exemption for the year of acquisition not later than the 30th day after the date the organization acquires the property, and the deadline provided by PTC Sec 11.43(d) does not apply to the application for that year.

If the application is granted, the exemption for that year applies only to the portion of the year in which the property qualifies for the exemption.

PTC Sec 11.436

03.06 All Other Exemptions

Unless specifically excluded in Sections 04-02.03.01 through 04-02.03.05, the eligibility for and amount of an exemption for any tax year is determined by a claimant's qualifications on January 1. A person who does not qualify for an exemption on January 1 of any year may not receive the exemption for that year.

PTC Sec 11.42(a)

04-03.00.00 REVIEW OF EXEMPTIONS

03.01.00 Residence Homestead Mail Survey

01.01 Survey Conducted

Between December 1 and December 31 of any year, the Chief Appraiser may direct the Roll Department to mail a survey card to each person who was allowed a residence homestead exemption in that year (Form #91-030-150). The card shall include the description of the property and the kind and amount of residence homestead exemptions allowed for the property according to the records.

PTC Sec 11.47(a)

01.02 Returned Survey Cards

The survey card shall include a direction to the post office not to forward the card to any other address and to return it to the District if the addressee is no longer at the address to which the card was mailed.

PTC Sec 11.47(b)

All returned survey cards are reviewed by the Roll Department to determine the eligibility status for the applicable exemption.

PTC Sec 11.47(c)

01.03 Reminder Notices

By April 1 reminder notices are sent to those property owners for which replies to the survey have not been received. If a response still has not been received prior to submitting the appraisal records to the ARB, the homestead or disabled veteran's exemption is deleted.

If a homestead or disabled veteran's exemption is deleted, the property owner must be sent a Notice of Appraised value as outlined in Section 06-01.01.00 of this manual.

03.02.00 Exemption Revisions

02.01 Homestead Exemptions with Change in Ownership

When a change in ownership occurs, the homestead exemption is deleted for the property for the subsequent year and an application form is sent to the new property owner to determine their eligibility for the exemption.

02.02 Exemptions for Deceased Persons

The obituary columns of the newspapers and death certificates are reviewed by the Roll Department to identify persons that have passed away who were receiving the homestead and disabled veterans' exemptions. These exemption applications are then pulled from the files. After checking the obituary for survivors, the application form is coded in the top, right-hand corner as follows:

SS – Surviving Spouse
NS – No Surviving Spouse

A new application form is then mailed to the survivors with a letter of explanation requesting that the survivors reapply for the exemption if they feel they are eligible. Even if no survivors are listed, a new application form is mailed to the property address in an effort to receive directions from the estate as to the correct, current ownership.

If no response is received from the survivors, the exemption is deleted and a letter of denial is mailed.

The over 65 homestead exemption transfers to a surviving spouse that is 55 years of age or older at the time of the property owner's death if application is made.

PTC Sec 11.26(i)
& Notes

02.03 Absolute Exemptions Losing Exempt Status During Year

PTC Sec 26.10

If an absolute exemption on property terminates during the year and the deadline to make name and address changes to the appraisal roll has not passed, the property is listed in the name of the new owner in the Tax Master.

If the deadline to make name and address changes has passed, the Tax Master will reflect the owner of the property as of January 1 and indicate an exempt status. A handwritten note will be made to the hard copy of the appraisal roll reflecting the new owner and the date of acquisition, deleting the exempt status, and indicating the new property use code. The name and address change will be made to the Tax Master for the subsequent tax year.

Taxes are based on the portion of the tax year that the property is taxable. The Office Manager notifies the taxing entities of the ownership change and provides the number of days involved in order for them to prorate the taxes.

02.04 Property Acquired by Government During Year

PTC Sec 26.11

If the federal, state, or a local government acquires taxable property during the year, the taxes become exempt on the date of acquisition.

The same procedures are followed for property losing exempt status during the year as outlined above.

02.05 Exemption Deleted

When an exemption is deleted, the Roll Department completes a Data Change Form indicating the deletion of the appropriate exemption and changing the property use code as necessary. The appraisal roll is then posted to reflect the revision.

02.06 Tax Master Updated

The Data Change Form is submitted to the Data Department in order to update the Tax Master.

03.03.00 In-House Survey

03.01 Mailing Address = Physical Address Report Generated

In an effort to grant a homestead to all eligible property, in the last quarter of the year, the Roll Department generates a report of all residential properties where the mailing address equals the physical address of the property but no homestead exemption has been granted.

03.02 Homestead Application Mailed

In January of the subsequent tax year, a homestead application is mailed to those accounts identified above.

04-04.00.00 COMPILATION OF EXEMPTION LISTS

04.01.00 Partial Exemption Lists

01.01 Lists Maintained

Each year the District compiles and makes available to the public a partial exemption list.

PTC Sec 11.46
Exhibit #8

01.02 Contents of List

The partial exemption list contains the following items of information for all state-mandated homestead exemptions and all local-option percentage homestead exemptions:

1. The total number of each kind of partial exemption for each taxing entity.
2. The total value that is exempted by each kind of partial exemption for each taxing entity.

PTD Rule 9.3010

04.02.00 Absolute Exemption Lists

PTD Rule 9.3011

02.01 Lists Maintained

Each year the District compiles and makes available to the public an absolute exemption list of property for which an exemption application is required.

This list is maintained in the form of a partial appraisal roll in the Roll Department.

02.02 Contents of List

The absolute exemption list, categorized by type of absolute exemption granted, contains the following items of information:

1. The name and address of the owner as of January 1 of the tax year.
2. The account number of the property.

04-05.00.00 FREEPORT GOODS

PTC Sec 11.251

05.01.00 Tax Status

01.01 Freeport Goods Defined

“Freeport Goods” as defined under Article VIII, Section 1-j, of the Texas Constitution are goods, wares, merchandise, other tangible personal property, and ores, other than oil, natural gas, and other petroleum products are exempt from taxation if:

1. Acquired in or imported into this State to be forwarded outside this State, whether or not the intention to forward the property outside this State is formed or the destination to which the property is forwarded is specified when the property is acquired or imported into this State begins;
2. Detained in this State for assembling, storing, manufacturing, processing, or fabricating purposes by the person who acquired or imported the property;
3. Transported outside this State not later than 175 days after the date the person acquired or imported the property in this State;
4. Aircraft operated by a certificated air carrier or property used in the repair or maintenance of aircraft operated by a certificated air carrier if such aircraft or property meets the requirements of Items #1-3. Property that is affixed to an aircraft, which is operated by a certificated air carrier and transported outside this state, is considered to be transported outside this state.

01.02 Exemption Entitlement

A person is entitled to an exemption from taxation of the appraised value of that portion of the person's inventory or property consisting of freeport goods.

01.03 Exemption Amount Determined

The appraiser shall determine the percentage of the market value of inventory or property owned by the property owner in the preceding calendar year that was contributed by freeport goods. The appraiser shall apply that percentage to the market value of the property owner's inventory or property for the current year to determine the appraised value of the freeport goods for the current year.

If the property owner was not engaged in transporting freeport goods out of this State for the entire preceding year, the appraiser shall calculate the percentage of cost for the portion of the year in which the property owner was engaged in transporting freeport goods out of this State.

The exemption is subtracted from the market value of the inventory or property to determine the taxable value.

05.02.00 Application Processed

02.01 Application Required

A property owner claiming exemption of freeport goods must apply for the exemption on an annual basis using the Application for Exemption of Goods Exported from Texas (Freeport Exemption) (Form #91-030-118).

02.02 Action on Application

All applications for exemption of freeport goods are reviewed and action is taken as outlined previously in Section 04-02.02.00.

02.03 Application Processed

Applications for Exemption of Freeport Goods are submitted to the Personal Property Department. The necessary calculations for the exemption are made by the appraiser as outlined previously and a Data Change Form is completed making the necessary revision in value.

02.04 Tax Master Maintained

The Data Change Form is submitted to the Data Department and the Tax Master is updated for the exemption.

05.03.00 Taxing Entity Options

03.01 Entities Granting Exemption

The special districts are not given the option to tax freeport goods; therefore, all special districts grant the freeport exemption.

03.02 Entities Taxing Freeport Goods

The County, cities, and school districts have the option to tax freeport goods or to allow the exemption. The County, all cities, and all school districts have taken the option to tax freeport goods.

04-06.00.00 SPECIAL PROVISIONS REGARDING OVER 65 HOMESTEAD EXEMPTION

06-01.00 Transfer of Over 65 Tax Freeze Within Jefferson County

01.01 Account Number of Previous Residence Obtained

Once a homestead exemption application form is received requesting a transfer of the tax freeze, the account number of the previous address is obtained and noted on the application form.

01.02 Percentage of Tax Freeze Calculated

The Office Administrator calculates the percentage of tax freeze to be applied to the new property by dividing the amount of taxes with the tax freeze on the previous residence by the amount of taxes without the tax freeze. That percentage is then applied to the amount of taxes on the new residence with no exemptions to determine the freeze amount. The percentage of tax freeze is also noted on the homestead application form.

01.03 Tax Master Updated

If the new freeze is calculated prior to submission of the appraisal records to the Appraisal Review Board, the Office Administrator submits the new tax freeze information to the Data Department to update the Tax Master.

If the records have been submitted to the Appraisal Review Board, the Appraisal Review Board must approve the new exemption information. Refer to Section 07-03.00.00 regarding adjustments to the appraisal roll.

06.02.00 Transfer of Over 65 Tax Freeze Outside of Jefferson County

02.01 Over 65 School Tax Ceiling Certificate Completed

When a property owner receiving the school tax freeze moves from Jefferson County to another county, a transfer of the tax freeze must be requested. The

Office Administrator completes the Over-65 School Tax Ceiling Certificate (Form #00-030-152) and submits it to the appraisal district to which the property owner is moving.

02.02 Exemptions Marked for Deletion

The Office Administrator maintains a file on exemptions for the subsequent year. A note to remove the homestead exemptions on the property is made and placed in this file.

06.03.00 Transfer of Over 65 Tax Freeze to Jefferson County

03.01 Over 65 School Tax Ceiling Certificate Received

When a property owner receiving the school tax freeze moves from another county into Jefferson County, an Over-65 School Tax Ceiling Certificate is received from the appraisal district the property owner is moving from.

03.02 Tax Freeze Calculated

Once a homestead exemption application form is received on the new residence, the Office Administrator notes the percentage of tax freeze to be applied on the homestead application form.

03.03 Tax Master Updated

If the new freeze is calculated prior to submission of the appraisal records to the Appraisal Review Board, the Office Administrator submits the new tax freeze information to the Data Department to update the Tax Master.

If the records have been submitted to the Appraisal Review Board, the Appraisal Review Board must approve the new exemption information. Refer to Section 07-03.00.00 regarding adjustments to the appraisal roll.

06.04.00 Recalculation of Tax Freeze Due to Combination of Lots

04.01 Property Owner Request

A property owner may request that two or more lots be combined into one account for homestead purposes. Please refer to Section 09-04.03.00 for procedures regarding combining lots.

04.02 Selected Frozen Accounts Report

Prior to submission of the appraisal records to the Appraisal Review Board (early May), the Office Administrator runs a Selected Frozen Accounts Report, which lists frozen accounts with a reval reason code. The Office Administrator reviews all accounts with a Reval Reason Code 6 (combines and splits).

04.03 Report Submitted to Jefferson County Tax Office

The Office Administrator submits the report to the Jefferson County Tax Office in order for them to recalculate the tax freeze. The added value is indicated in a separate column on the report.

04.04 Tax Master Updated

The new tax freeze amounts are submitted to the Data Department to update the Tax Master.

06.05.00 Recalculation of Tax Freeze Due to Addition to Property

05.01 Report Generated

Prior to submission of the appraisal records to the Appraisal Review Board (early May), the Office Administrator runs a Selected Frozen Accounts Report, which lists frozen accounts with a reval reason code. The Office Administrator reviews all accounts with a Reval Reason Code 2 (addition to property).

05.02 Report Submitted to Jefferson County Tax Office

The Office Administrator submits the report to the Jefferson County Tax Office in order for them to recalculate the tax freeze. The added value is indicated in a separate column on the report.

05.03 Tax Master Updated

The new tax freeze amounts are submitted to the Data Department to update the Tax Master.

SECTION 10-00.00.00 MAP DEPARTMENT GENERAL FUNCTIONS

10-01.00.00 MAPS GENERALLY

01.01.00 Maps Maintained

01.01 General Information

The Map Department maintains all maps of Jefferson County. Maps are grouped by school district and are subdivided into subdivisions that are maintained in alphabetic order and surveys that are maintained in numeric order. However, survey and subdivision maps in the Port Arthur ISD, Port Neches-Groves ISD, and former South Park ISD are maintained by location.

01.02 Taxing Entity Boundaries

Maps indicating the boundaries of each taxing entity located in the Appraisal District are also maintained.

01.03 Format

The permanent copies of all maps are maintained on mylar. A workcopy of all maps is also maintained. From the mylars, blueprint copies of the maps can be made.

01.04 Map System

The map system maintained by the District shall conform to the guidelines set forth by the Property Tax Division Rule 155.2.

10-02.00.00 NEW SUBDIVISIONS

02.01.00 Subdivision Created

01.01 Subdivision Dedicated

When a new subdivision is created, a copy of the map of the subdivision is received from the County Clerk's office. The subdivision dedication is obtained from the District's microfilm service.

01.02 Property to be Subdivided Located

The property that the new subdivision was created from is located on the maps.

02.02.00 Split-Outs Made Prior to Deadline Date

02.01 Maps Updated

The work map is updated to reflect the new subdivision and the Draftsman is given a copy of the work map in order to update the mylar copy.

02.02 Subdivision Number Assigned

The subdivision is assigned a number, maintaining numeric sequence.

02.03 Original Account Adjusted

If the subdivision is being split out of an account, a Data Change Form is completed to reflect the adjustment in acreage and the revised legal description.

If the subdivision was created out of an account in its entirety, a Data Change Form is completed to delete the existing account.

02.04 New Accounts Generated

Each new account in the subdivision is assigned an account number in sequential order. A Data Change Form is completed to add each new account, and the Data Change Forms for all accounts in the subdivision are grouped together. A copy of the work map as well as the subdivision map from the County Clerk's office is attached to the group of Data Change Forms.

02.05 Appraisal Roll Updated

The original account that the subdivision was created from is updated for the split out on the hard copy of the appraisal roll, and the creation of the new subdivision is noted by listing the subdivision name, account numbers, film code number, recording date, and the account the subdivision was split from.

Once the Data Department has completed the necessary maintenance, appraisal roll printouts of the new subdivision are made and inserted in the hard copy of the appraisal roll.

(As a note, values are not updated on the appraisal roll unless the change is made by an order of the Appraisal Review Board.)

02.03.00 Split-Outs Made After Deadline Date

03.01 General Procedures

A deadline for making split outs is determined on an annual basis by the Appraisal Department. Generally, the deadline is approximately 10 days prior to the date the first set of appraisal notices are mailed.

If a split out is filed after January 1 but the change is not received until after the deadline for making split outs, the split out will be made to the subsequent year's appraisal roll.

If the split out is filed prior to January 1 but the change is not received until after the appraisal roll is certified, the split out will be made to the current year's appraisal roll. However, the split out will require the approval of the Appraisal Review Board as outlined in section 07-03.00.00.

02.04.00 Appraisal Procedures

04.01 New Subdivision File Created

The Data Change Forms for the new subdivision are submitted to the Records Supervisor. Folder(s) are made as necessary for the new subdivision, labeled, and placed in the appropriate file cabinet according by school district.

04.02 Appraisal Cards Prepared

The Records Supervisor prepares an appraisal card for each new account, listing all of the required property information with the exception of information on the improvements.

The appraisal cards are placed in the subdivision file folder.

04.03 On-Site Inspection

The folder(s) for the new subdivision, as well as the work map, are submitted to the appraisers in order to appraise the property.

The appraiser inspects the property to determine if the streets have been laid and completed, if any other improvements to the land have been made, and if any improvements have been built on the property.

If an improvement has been made on the property, the appraiser completes the improvement information on the appraisal card as well as the drawing.

The appraiser conducts the appraisal as outlined in Sections 01-03.00.00 through 01-06.00.00 depending on the type of property.

04.04 Rechecks for Improvements Not Complete

If upon inspection the appraiser determines that the improvements are partially complete, a copy of the appraisal card is placed in the Recheck Basket in the Appraisal Clerk's office in order that the subdivision may be reviewed for improvement completions in the subsequent year.

This step is omitted if that area of the county is scheduled for field checks for the subsequent year.

04.05 Land Values Determined

Once the appraiser has completed the inspection of the new subdivision, the Records Supervisor is apprised as to the condition of the streets. Based on this information, the Real Property Supervising Appraiser determines the land values, and the Records Supervisor makes the necessary land value calculations. The land value data is noted on the appraisal card and the Data Change Form if the property does not have any improvements.

04.06 Tax Master Updated

Once all properties in the new subdivision have been properly appraised, the Data Change Forms are submitted to the Data Department in order to update the Tax Master.

02.05.00 Subdivision Card File Maintained

05.01 Master List Maintained

When a new subdivision is created, the Master List, which is maintained by the Map Supervisor, is updated for the following information:

1. Subdivision name
2. Film code number of dedication
3. Date subdivision dedication filed
4. Map record number
5. Account number and legal description of the property the subdivision was created from
6. New street names (if applicable)
7. Developer's name
8. School district code

05.02 Subdivision History Record File Maintained

The Master List is then submitted to the Data Department and the Subdivision History Record File is updated for the information on the Subdivision Master List.

10-03.00.00 OWNERSHIP CHANGES

03.01.00 Name Change Only

01.01 Deeds Requiring Verification with Maps

If the deed is filed using metes and bounds descriptions or only a partial legal description is given, the deed must be verified with the map to determine if the transfer only affects ownership or if a change in the property boundaries is also required.

If after verifying the deed with the maps it is determined that the transfer affects ownership only, the Map Department proceeds as outlined below.

01.02 Data Change Form Completed

If a change in ownership is received from deed records and the transfer affects only the ownership, a Data Change Form is completed indicating the new owner and mailing address.

01.03 Appraisal Roll Updated

The Map Department submits the Data Change Form to the Roll Department for all changes not requiring verification with the maps. The Roll Department posts the necessary ownership changes to the hard copy of the appraisal roll. The Map Department posts the change if verification is required.

01.04 Tax Master Updated

The Roll Department submits the Data Change Form to the Data Department and the Tax Master is updated to reflect the change in ownership.

03.02.00 Ownership Change Affecting Property Boundaries

02.01 Map Updated

The work map is updated to reflect the split out, and the Draftsman is given a copy of the updated work map in order to update the mylar copy.

02.02 New Account Number Assigned

A Data Change Form is completed for the new property(ies) and a new account number(s) is assigned. A copy of the work map is attached to the Data Change Form.

02.03 Original Account Updated

A Data Change Form is also completed to reflect the revisions in the legal description, etc. for the account from which the split out was made.

02.04 Appraisal Roll Updated

The hard copy of the appraisal roll is updated to reflect the split out of the original property as well as for any new accounts created.

02.05 Original Appraisal Card Updated

The Data Change Form is submitted to the Records Supervisor. The appraisal card is pulled for the account the split out is made from, and the necessary adjustments and calculations are made on the appraisal card.

02.06 New Appraisal Card Made

An appraisal card for the newly created account is made, completing the required information, making the necessary land value calculations, and coding for the property use.

02.07 Split Out Involving Improvements

If the split out involves an improvement that must be transferred to another parcel of land, the transfer is noted on the appraisal cards.

If the split out involves the building of new improvements, the same procedures for appraisal are followed as outlined in Section 10-02.04.03 and 10-02.04.04.

02.08 Tax Master Updated

If the split out did not involve an improvement, only the Data Change Form is submitted to the Data Department. If the split out involved an improvement, a copy of the appraisal card is submitted as well. The Data Department then updates the Tax Master for the necessary information.

10-04.00.00 ERROR RESOLUTION

04.01.00 Errors in Deeds – Error Rectified

01.01 Prior Deed Verified

If an error in a deed is found, any prior deeds on the property are reviewed to verify the error.

01.02 Parties Notified

The originator or grantee of the deed is then informed of the error in order to make the necessary corrections.

01.03 Change Made

The required change is then made following the procedures outlined previously in this Section.

01.04 Special Provisions

If a change is made based on a deed with an error, an asterisk (*) is placed in the last position of the third line of the legal description field in the Tax Master to indicate that a problem exists.

04.02.00 Errors in Deeds – Error Cannot be Rectified

02.01 Parties Notified

If an error in a deed is found and the error cannot be rectified after reviewing all prior deeds filed, the originator of the deed or the grantee is notified of the error.

02.02 Special Provisions

Since the error cannot be determined, it is not possible to make the change until a corrected deed is received. Once the corrected deed is received, the required change can be made as outlined previously in this Section.

04.03.00 Error in Acreage Based on Incorrect Survey

03.01 Maps Corrected

If the error in acreage is based on an incorrect survey, the work map and mylar are corrected to reflect the correct acreage.

03.02 Data Change Form Completed and Roll Updated

A Data Change Form is completed indicating the correct acreage. The hard copy of the appraisal roll is posted to reflect the correct acreage.

03.03 Land Value Recalculated

The Data Change Form is submitted to the Records Supervisor who makes the necessary land calculations based on the correct acreage.

The correct land value is noted on the Data Change Form.

03.04 Tax Master Updated

The Data Change Form is submitted to the Data Department and the Tax Master is updated.

04.04.00 Error in Acreage Based on Incorrect Calculations

04.01 Maps Reviewed

The maps are reviewed in order to verify that the calculation is in error.

04.02 Procedures

The same procedures for correcting an error in acreage based on incorrect calculations are followed as outlined above for errors in acreage based on an incorrect survey, with the exception of correcting the maps.

10-05.00.00 MISCELLANEOUS FUNCTIONS

05.01.00 Ownership Research

01.01 Procedures

If property ownership cannot be determined, the ownership is researched using any one or a combination of the below methods:

1. Grantee-Grantor index in office
2. County Clerk's office
3. Abstract offices

05.02.00 Jurisdiction Annexations

02.01 Ordinance Received

When an entity annexes property from another entity, an ordinance from the entity annexing the property is submitted to the Map Department.

02.02 Boundaries Adjusted

The property involved in the annexation is determined, and the boundaries of all entities involved are adjusted and posted to the maps accordingly.

02.03 Entity Codes Changed

A Data Change Form is completed for each parcel of property affected by the annexation, reflecting the necessary changes for the entity codes. The new entity codes are posted to the hard copy of the appraisal roll.

02.04 Tax Master Updated

The Data Change Forms are submitted to the Data Department and the Tax Master is updated.

02.05 Special Provisions for School Districts

If annexation involves a change in school district boundaries, an extra step must be followed prior to updating the Tax Master.

The Data Change Forms must first be submitted to the Records Supervisor in order to place the affected properties in the proper subdivision folder and file cabinet that are coded by school district.

05.03.00 Requests For Public Information

03.01 Requests for Ownership

All requests for ownership where only a location description or metes and bounds description are provided are referred to the Map Department. The Map Department may also receive requests by legal description.

Requests for ownership by address are referred to the Map Department only if a surveyor or title company that specifically requests the assistance of the Map Department makes the request. Otherwise, these requests are referred to the Appraisal Clerks as outlined in Section 13-05.02.00.

If a search by address through the computer does not provide the account number, the maps are reviewed in order to determine the legal description.

Once a legal description has been determined, the account number is obtained from the appraisal roll.

03.02 Requests for Copies of Maps

Refer to Section 13-05.00.00 for information on making copies of maps for the public.

05.04.00 Public Access

04.01 Registration

The public is asked to sign in and out on the Map Department Registration Sheet when obtaining information from the District.

04.02 Assistance Provided

Since surveyors, land men, and real estate companies access the District's map records on a frequent basis, they are shown how to research the records and how to make copies. The Map Department personnel will provide assistance when requested. Map Department personnel must make any blueline copies of maps.

04.03 Charges for Public Information

The public is charged for copies of documents and maps as outlined in Section 13-05.00.00.

appearances are covered by the retainer – all other charges are paid in addition to the monthly retainer):

1. Invoice date
2. Suit number
3. Attorney fees (billed per hour for services other than court appearances)
4. Court fees (attorney fees for services rendered during court appearances – not part of retainer fee)
5. Actual fees charged less retainer applied
6. Retainer fees charged on monthly basis
7. Copying costs (in-house costs)
8. Fax costs
9. Phone costs
10. Travel expenses
11. Miscellaneous costs
12. Postage costs
13. Reproduction costs (outside company)
14. Expert witness fees
15. Court reporter fees
16. Total fees charges before retainer applied
17. Amount charged to retainer
18. Difference between actual fees and amount paid

13-05.00.00 REQUESTS FOR PUBLIC INFORMATION

05.01.00 Appraisal District Records

01.01 Public Information

All records of the District are public information in accordance with the Open Records Act unless specifically listed in Subsection 01.02 below.

01.02 Confidential Records

Rendition statements as discussed in Section 05-01.04.02 and information voluntarily disclosed to the District concerning real or personal property sales prices after a promise it will be held confidential are confidential and not open for public inspection.

PTC Sec 22.27(a)

An application for agriculture-use designation (1-d) is confidential and not open for public inspection.

PTC Sec 23.45

A driver's license number, personal identification certificate number, or social security number provided in an exemption application is confidential and not open for public inspection.

PTC Sec 11.48(a)

An e-mail address of a member of the public that is provided for the purpose of communicating electronically with the District is confidential and not open for public inspection with the following exceptions:

1. Provided by a person who has a contractual relationship with the District.
2. Provided by a vendor or a vendor's agent who seeks to contract with the District.

3. Contained in a request for bids or proposals, contained in a response for similar invitations soliciting offers or information relating to a potential contract, or provided in the course of negotiating the terms of a contract or potential contract.
4. Provided on a letterhead, coversheet, printed document, or other document made available to the public. Gov Code 552.137

Home addresses of peace officers as defined by Article 2.12, Code of Criminal Procedure; county jailers as defined by Section 1701.001, Occupations Code; employees of the Texas Department of Criminal Justice; and commissioned security officers as defined by Section 1702.002, Occupations Code are confidential and not open for public inspection. PTC Sec 25.025

Home addresses of victims of family violence as defined by Section 71.004, Family Code, are confidential and not open for public inspection, if as a result of the act of family violence against the victim, the actor is convicted of a felony or Class A misdemeanor. PTC Sec 25.025

Information in the appraisal records for violence shelter centers and sexual assault programs is confidential and not open for public inspection. PTC Sec 25.026

05.02.00 Request Procedures

02.01 Requests for Property Information

All requests for property information are referred to the Appraisal Clerks.

In order to provide property information, the person making the request must be able to provide the account number, legal description, physical address, or name of the property owner. If the name of the property owner is given, the person making the request must further provide the physical address of the property in order to ensure that the information is being furnished on the correct property.

02.02 Charges for Public Information

The following fees are charged to all individuals, other than the taxing entities the District serves, for copies of District records and information:

- | | |
|-----------------|--|
| File Copies: | \$0.10 per page for readily available information
An additional cost of \$15 per hour for personnel charges for information that is not readily available |
| Certified copy: | \$1 per page in addition to the normal copy charges |
| Blueprint: | \$2.50 for large/\$2.00 for small |

ARB hearings \$10 per cassette for labor plus the cost of the cassette
cassette tape
duplication:

Microfilm copies: \$1 per page

Computer time: \$125 per hour to be billed to the nearest 15-minute break

Computer printed \$0.10 per page
listings:

Computer printed \$0.10 per page
field cards:

Entity master \$30 each in addition to the actual cost for computer time
on tape:

Survey control \$25 each
network notebook:

Maps, digitally \$55 per hour for computer time
generated:

Tapes for digital Media for digital maps to be charged at actual cost
maps:

Diskettes – 3 ½” Media for digital maps to be charged at actual cost
for digital maps:

Microfiche of Microfiche currently on hand to be charged at actual cost
appraisal roll:

Microfiche of Microfiche currently on hand to be charged at actual cost
alpha listing:

02.03 Exceptions to Charges

The Chief Appraiser, at his discretion, may waive any of the above charges for taxing entities or governmental agencies benefiting the taxing entities or the District.

For computer printing requiring special forms, the requesting party must either provide the necessary forms or reimburse the District for the actual cost of the forms.

02.04 Receipt for Charges

The employee providing the documentation requested must complete a Request for Copy of District Records (Form #91-030-303) and a receipt for payment.

02.05 Timeliness of Action

The District shall respond timely to all requests for public information. All readily available information shall either be reproduced or made available for inspection

13-02.00.00 RECORDS MANAGEMENT

Local Government
Records Act

02.01.00 Records Management Officer

01.01 Duties Defined

The Records Management Officer (RMO) is responsible for administering the Records Management Program of the District and ensuring that the records of the District are maintained, preserved, and disposed of in accordance with the Texas Local Government Records Act.

01.02 Designation

The RMO is designated by the Board of Directors. To designate a new individual as RMO, the designation must be approved by the Board and recorded in the Board minutes.

The RMO must file a statement with the Director and Librarian of the Texas State Library within 30 days of being designated by the Board.

02.02.00 Records Management Program

02.01 Program Established

The District has established a Records Management Program providing for the efficient and cost-effective maintenance of the District's records as outlined in Board of Director resolution #90-23. Exhibit #13

02.02 Amendments

Any amendments to this plan must be approved by a resolution of the Board of Directors. Within 30 days after the date of the Board action, the RMO must file the amendments with the Director and Librarian of the Texas State Library.

02.03.00 Records Control Schedules

03.01 Preparation and Filing of Records Control Schedules

The RMO prepared and filed with the Texas State Library a Records Control Schedule listing the following records and establishing a retention period for each:

1. All records created or received by the District.
2. Any record no longer created or received by the District and for which the records retention period has not expired.
3. Any record no longer created or received by the District for which the records retention period has expired but the record will not be destroyed.

03.02 Amendments

The RMO shall review the Records Control Schedule and make the necessary revisions to reflect any new records created or received by the District or to revise the records retention schedules for existing records.

Any revisions to the Records Control Schedule must be approved by a resolution of the Board of Directors and must be filed with the Texas State Library.

02.04.00 Destruction of Records

04.01 Records Not Listed on Records Control Schedule

For any record not listed on the Records Control Schedule, the Department Head requesting that a record be destroyed must complete an Authorization to Destroy Records (Form #91-080-100) and obtain the approval of both the RMO and the Chief Appraiser.

The RMO then files a Request for Authorization to Destroy Unscheduled Records (Form #91-080-101) with the Texas State Library, listing the records to be destroyed.

The Texas State Library either approves the record for destruction, approves the record for destruction based on certain conditions it outlines, or denies the request for destruction.

04.02 Records Listed on Records Control Schedule

The Department Head need only obtain the approval of the RMO and Chief Appraiser as outlined above prior to destroying a record. The RMO is not required to obtain the approval for destruction from the Texas State Library.

02.05.00 Storage Area Procedures

05.01 Transfer of Records

In order to transfer records from the active files to inactive storage, the Department Head must submit a Transfer from Active to Inactive or Semiactive Storage form (Form #91-080-102) to the RMO. The form details the record to be stored, the department requesting the transfer, the date of transfer, and the date of destruction.

A copy of the form is taped to the front of each box placed in inactive storage.

02.06.00 Miscellaneous Provisions

06.01 Microfiche and Microfilm Procedures

The RMO is responsible for the microfilming and microfiching of all the District records. These duties may be assigned to other personnel.

When microfilming the District records, the microfilm operator must complete and film the following forms for each set of records:

SECTION 05-00.00.00 RENDITIONS

05-01.00.00 RENDITIONS GENERALLY

01.01.00 Filing Requirements

01.01 Renditions Required

All owners of personal property used in the production of income, property owners whose exemption terminates during the year, or any other person required by the Chief Appraiser must file a rendition.

PTC Sec 22.01

PTC Sec 22.02

01.02 Rendition Date

Property is rendered as of its condition on January 1 of each year.

PTC Sec 22.01

01.03 Rendition Form

A person filing a rendition may use either the form provided by the District office as listed below or file in any other manner providing that the information contained in the rendition substantially complies with the District's requirements.

PTC Sec 22.24(a)

1. Confidential Aircraft Rendition (Form #91-020-300)
2. Confidential General Real Estate Rendition (Form #91-020-301)
3. Confidential Business Personal Property Rendition (Form #91-020-302)
4. Confidential Rendition of Residential Real Property Inventory (Form #91-020-303)
5. Confidential Commercial Boat Rendition (Form #91-020-304)

01.04 Filing Date

Rendition statements must be filed by April 15 of each year.

PTC Sec 22.23(a)

01.05 Publicizing Requirements

Each year the requirements relating to filing renditions and the availability of forms is publicized in the Beaumont Enterprise. A news release concerning the same information is also furnished to the Port Arthur News.

PTC Sec 22.23(b)

Exhibit #3

This article is submitted in a timely fashion to ensure publication in January of each year.

01.02.00 Extension Requests

PTC Sec 22.23(b)

02.01 Extension Request Submitted

For good cause shown, a property owner may submit a written request to extend the deadline for filing a rendition to April 30. For properties regulated by the Public Utilities Commission or the Railroad Commission, the property owner need only request an extension in writing. Good cause does not have to be shown for these properties.

The extension request must be made by the deadline date for filing a rendition, being April 15.

The Administrative Assistant processes all rendition extension requests.

02.02 Authorization Verified

If a tax agent makes the request for a rendition extension, the Administrative Assistant verifies that the agent has the proper authorization.

Any request made by a tax agent for which property authorization is not on file is not granted.

PTC Sec 1.111

02.03 Extension Request Granted

The Chief Appraiser must approve any extension request. Extensions are granted only for extremely extenuating circumstances at the discretion of the Chief Appraiser. When an extension is granted, the property owner is sent a letter of confirmation on the extension indicating the account(s) covered by the extension.

02.04 Extension Request Denied

An extension request on any property is denied for lack of good cause or if it is submitted after the rendition filing deadline of April 15.

The Administrative Assistant mails a letter of denial to the property owner. The property owner is informed that while the extension request cannot be granted, the District will make every effort to work all late renditions received prior to finalizing the values, and the property owner is urged to submit the rendition as soon as possible.

02.05 Extension Request File

The Administrative Assistant maintains a file on all accounts granted a rendition extension in the personal computer. This file contains the account number and the name of the property owner for each property granted a rendition extension. Once all of the rendition extension requests have been processed, listings of those applicable accounts granted an extension are submitted to the Roll Department, the Personal

Property Department, and the industrial appraising firm. One listing contains those accounts granted an extension in account number order and the other listing is in alphabetic order by property owner name.

02.06 Tax Master Updated

Once all rendition extension requests have been processed, the account numbers for which extensions have been granted are uploaded from the personal computer file to the AS/400 in order to update the accounts in the Tax Master with the Rendered Code 3.

01.03.00 Renditions Returned Undelivered

03.01 Address Correction

If a rendition is returned undelivered as addressed and a forwarding address is indicated, the rendition is sent to the proper address.

03.02 Property Sold

If a rendition is returned due to the property being sold and the name and address of the new owner can be located, the rendition is sent to the new owner.

03.03 Business Closed

If a personal property rendition is returned due to a business being closed, the account is deleted from the appraisal roll providing the business closed prior to January 1 of the tax year.

01.04.00 Miscellaneous Provisions

04.01 Obligations Imposed on Appraisal District

If a property owner files a rendition, the District is required to send a Notice of Appraised Value on the property as outlined in Section 06-01.01.00 of this Manual.
PTC Sec 25.19(a)

If the property owner files a late rendition, the District has no obligation to send a Notice of Appraised Value under this provision only.

04.02 Confidential Information

All rendition forms are confidential information and are not open to public inspection.
PTC Sec 22.27(a)

04.03 Request for Copies

A copy of a rendition will only be furnished to the person who filed the rendition or the owner of the property upon written request. A copy of a rendition will be furnished to any other person only if the person signing the rendition or the property owner authorizes another person to receive the copy in writing.

There is not a charge to provide a copy of the property owner's own rendition.

A copy of a rendition to any other person can be furnished only in the following circumstances:

1. in a judicial or administrative proceeding pursuant to a lawful subpoena;
2. to the director of the comptroller and his employees authorized by him in writing to receive the information or to an assessor or a chief appraiser if requested in writing;
3. in a judicial or administrative proceeding relating to property taxation to which the person who filed the rendition or the owner of the property that is a subject the rendition is a party;
4. for statistical purposes if in a form that does not identify specific property or a specific property owner;
5. if and to the extent the information is required to be included in a public document or record that the appraisal office is required to prepare or maintain.

PTC Sec 22.27(b)

02-02.00.00 APPRAISAL PROCEDURES

02.01.00 Rendition Filed

01.01 Renditions Processed

All renditions are processed by the Roll Department.

Real property renditions are noted for the necessary information for the Appraisal Department as follows: the account number, the school district the property is located in, the property use code, and the Appraisal District value. The rendered value, if any, is then circled for data entry purposes for the Data Department.

Copies of real property renditions are then made and distributed as follows:

Real Property: Copy to Real Property Supervising Appraiser

Commercial Property: Copy to Commercial Property Supervising Appraiser

Industrial & Mineral Properties: Copy to Industrial Appraising Firm and Industrial/Mineral Staff Appraiser

Personal Property: Original submitted to the Personal Property Department

If a rendition contains more than one account and those accounts differ in type of property, each department is given a copy of the rendition.

01.02 Field Inspection Made

Any property for which a rendition has been filed (with the exception of industrial and mineral accounts which are handled by the Industrial Appraising Firm) is inspected by an appraiser as outlined in Section 01-03.00.00 through 01-07.00.00 of this Manual.

If a discrepancy exists between the property as rendered and as appraised by the District, and the property has previously been inspected during the normal reappraisal process that year, the property is reinspected in order to check the discrepancies and make any necessary revisions.

01.03 New Accounts

If a rendition is filed on property that has not previously been on the appraisal roll, the appraiser must establish a new account for the property.

01.04 Tax Master Maintained

From the copy of the rendition submitted to the Data Department, the Tax Master is updated for the appropriate rendition code as follows:

- Code 1 – rendered
- Code 2 – late rendered
- Code 3 – rendition extension granted

Once a rendition has been filed on an account that was granted an extension, the rendered code is changed from a Code 3 to a Code 1.

After the Notices of Appraised Value are mailed, the rendered code is cleared on all accounts that were granted an extension but renditions were not filed.

01.05 Renditions Filed

The original copy of the rendition for all real and industrial property accounts is maintained by the Roll Department. Once the rendition has been received and the necessary copies made, the rendition is filed.

After the Personal Property Department has worked all renditions, the original copy is filed in the individual account file folder in that Department.

SECTION 03-00.00.00 ABATEMENTS

03-01.00.00 ABATEMENT POLICY AND CONTRACT

01.01.00 Provisions

01.01 Policy Required

A taxing entity may not enter into a tax abatement agreement unless the governing body has established guidelines and criteria governing tax abatement agreements. The guidelines, or policy, must provide for the availability of tax abatement for both new facilities and structures and for the expansion or modernization of existing facilities and structures. PTC Sec 312.002(a)

01.02 Policy Restrictive

A taxing entity may not enter into a tax abatement agreement unless it finds that the terms of the agreement and the property subject to the agreement comply with the policy adopted. PTC Sec 312.002(b)

01.03 Contract Terms

The terms of an abatement agreement may vary by taxing entity. However, a tax abatement agreement must:

1. list the kind, number, and location of all proposed improvements of the property;
2. provide access to and authorize inspection of the property by employees of the taxing entity to ensure that the improvements or repairs are made according to the specifications and conditions of the agreement;
3. limit the uses of the property consistent with the general purpose of encouraging development or redevelopment of the zone during the period that property tax exemptions are in effect;
4. provide for recapturing property tax revenue lost as a result of the agreement if the owner of the property fails to make the improvements or repairs as provided by the agreement;
5. contain each term agreed to by the owner of the property;
6. require the owner of the property to certify annually to the governing body of each taxing entity that the owner is in compliance with each applicable term of the agreement; and
7. provide that the governing body of the taxing entity may cancel or modify the agreement if the property owner fails to comply with the agreement.

PTC Sec 312.205(a)

01.04 Property Eligible for Abatement

A taxing entity may abate all of a portion of the value of real property and/or tangible personal property located on the real property. The personal property that was located on the real property at any time before the period covered by the abatement agreement or inventory or supplies are not subject to abatement.

PTC Sec 312.204(a)

(No entity in Jefferson County currently abates personal property; therefore, only the abatement of real property is addressed in this Section.)

01.05 Policy Effective Dates

The policy adopted by a taxing entity is effective for two years from the date of adoption. During that period, the policy may be amended or repealed only by a vote of three-fourths of the members of the governing body. PTC Sec 312.002(c)

03-02.00.00 LIMITATIONS AND RESTRICTIONS

02.01.00 Effective Dates

01.01 General Provisions

The limitations and restrictions as outlined below apply to any abatement agreement executed after August 31, 1989. For any agreement executed prior to that date, refer to Sections 312.206b and 312.402b of the Property Tax Code.

02.02.00 Reinvestment Zone Designations

02.01 City-Designated Reinvestment Zone, Property Located in City Limits

For any property located in a city-designated reinvestment zone within the city limits, the city must be the first entity to enter into a tax abatement agreement. If the city does not enter into an abatement agreement, no other taxing entity may execute an abatement agreement for that property. PTC Sec 312.204(a)

Any other taxing entity may enter into an abatement agreement once the city has executed an agreement, but must do so no later than the 90th day after the date the city agreement is executed. An agreement executed by any other taxing entity is not required to contain terms identical to the city agreement. PTC Sec 312.206(a)

02.02 City-Designated Reinvestment Zone, Property Located in ETJ

Any taxing entity can be the first to execute an abatement agreement for property located in the extraterritorial jurisdiction of a city-designated reinvestment zone. The city is not required to execute an agreement before any other taxing entity can execute one. PTC Sec. 312.206(c)

Any taxing entity has the option to enter into an abatement agreement; however, if an agreement by another entity previously exists, that entity is bound to the same terms as the existing agreement as it applies to the percentage of the abatement only. There is no 90-day requirement for other entities to execute an agreement.

PTC Sec 312.206(c)

02.03 County Designated Reinvestment Zone

For any property located within a County-designated reinvestment zone, the County must enter into an abatement agreement before any other taxing entity may do so. If the County does not execute an abatement agreement, no other taxing entity may do so. PTC Sec 312.402(a)

All taxing entities have the option to enter into an abatement agreement once the County has executed an agreement however, if they elect to execute an agreement, they must do so within 90 days of the date the County executes its agreement. An agreement executed by any other taxing entity is not required to contain terms identical to the County agreement. PTC Sec 312.402(b)

02.03.00 Contract Floor

03.01 Contract Floor Defined

An abatement agreement may provide for the exemption of property only to the extent that its value for each year covered by the agreement exceeds its value for the year in which the agreement is executed, which is considered the contract floor.

PTC Sec 312.204(a)

PTC Sec 312.206(a)

PTC Sec 312.402(a)

The contract floor applies to the total improvement value for all property of the company receiving the abatement; it is not limited to the improvement value of the abated account only.

03.02 Contract Floor Optional

The contract floor provision is a discretionary term in the abatement agreement; it is not a binding term on any other taxing entity entering into an abatement agreement on the same property.

02.04.00 County Contract Authority

04.01 Guidelines

If the County has executed an abatement agreement, the Commissioner's Court may enter into an agreement on the same property on behalf of another taxing entity if by statute the tax rate of that taxing entity is approved by the Commissioner's Court. (Jefferson County's current policy does not bind any special districts to its abatement agreements.)

The tax abatement agreement entered into on behalf of the taxing entity is not required to contain the same terms as the County's agreement; however, it must be on the same property. PTC Sec 312.004(a)

04.02 Taxing Entities Identified

Those taxing entities in Jefferson County with tax rates set by statute by the Commissioners Court are:

Jefferson County Navigation District
Drainage District #3
Drainage District #6
Drainage District #7

02.05.00 Special Provisions Regarding CED

05.01 ISD Contracts Executed Prior to September 1, 1991

DELETED IN 2000 due to abolition of CED

05.02 ISD Contracts Executed September 1, 1991 and After

DELETED IN 2000 due to abolition of CED

03-03.00.00 ABATEMENT DUTIES

03.01.00 Responsibilities Assigned

01.01 General Provisions

The Administrative Assistant, under the direct supervision of the Chief Appraiser, shall be responsible for all duties and functions relating to the administration of abatements as outlined by this Section unless otherwise noted.

03-04.00.00 ABATEMENT APPLICATIONS

04.01.00 Application Provisions

01.01 Application Required

In order to receive an abatement, the taxpayer claiming the abatement must apply for it under the same provisions of Section 04-02.01.00 of this Manual in order to receive the abatement. PTC Sec 11.43(a)

01.02 Application Mailed

Before February 1 of each year, an Application For Property Tax Abatement Exemption (Form #91-010-100) must be delivered to all property owners who claimed an abatement in the previous year. PTC Sec 11.44(a)

01.03 Reminder Letter

No later than two weeks prior to the deadline date for filing, a reminder letter is sent as a courtesy to those property owners who have not yet filed the abatement application.

01.04 Application Frequency

A property owner filing an abatement application must apply for the abatement on an annual basis. PTC Sec 11.43(b)

01.05 Filing Deadline

A property owner must file a completed application form before May 1 and must furnish the information required by the form. For good cause shown, the Chief

Appraiser may extend the deadline for filing an abatement application by written order for a single period not to exceed 60 days.

PTC Sec 11.43(d)

01.06 Copy of Abatement Agreement Required

Upon the initial application for an abatement, the property owner must furnish a copy of the executed abatement agreement for each taxing entity granting the abatement. Copies of the agreements are not required in subsequent years.

01.07 Late Application Disallowed

If a property owner fails to file an Application for Property Tax Abatement Exemption, the abatement will not be granted for that year and the property owner will lose one year of the abatement period. PTC Sec 11.43(e)

4.02.00 Application Processed

02.01 Agreement Reviewed for Compliance with Policy and Laws

Upon the initial application for an abatement, the abatement agreement for each taxing entity must be reviewed in order to determine its compliance with the Abatement Policy of the taxing entity as well as the abatement laws. The agreement is reviewed for the following terms:

1. Period of abatement
2. Percentage of abatement
3. Contract floor limitations and restrictions outlined in Section 03-02.00.00 of this manual.

If an abatement agreement is not in compliance with the law, the abatement will be denied as outlined in Section 03-04.02.04.

02.02 Application Reviewed for Compliance with Agreement

Upon receipt of the abatement application, the application must be reviewed to determine its compliance with the abatement agreement executed by each taxing entity for the following:

1. Period of abatement
2. Percentage of abatement
3. Number of jobs verification
4. Project base
5. Contract floor

If an application conflicts with the terms of the agreement, the application is either modified to conform to the agreement or denied as outlined in Section 03-04.02.04.

In certain contracts, the Tax Abatement Review Committee must determine the percentage of abatement to be applied. Refer to Section 03-09.00.00 for more information.

02.03 Agreement Applied to Special Entities

DELETED 2/00 due to law revision that requires County to execute abatement agreement on behalf of special entities; these entities are no longer automatically bound to County agreement.

02.04 Action on Application

Once an application has been filed and reviewed, it must be acted upon in one of the following manners:

1. Approve the application
2. Modify the application
3. Disapprove the application and request additional information
4. Deny the application

A letter is prepared for the signature of the Chief Appraiser notifying the applicant of the action taken on the application.

If additional information is requested, the applicant must furnish it within 30 days after the date of the request or the application is denied. PTC Sec 11.45(a,b)

02.05 Special Notification Requirements on Modifications and Denials

If an application is modified or denied, the property owner must be sent a written notice by certified mail of the modification or denial within five days after the date the determination is made. The notice must include a brief explanation of the procedures for protesting the modification or denial. PTC Sec 11.45(d)

03-05.00.00 ABATEMENT FILES

05.01.00 Contract Number Assigned

01.01 Contract Number Layout

Once a new abatement agreement is received, a contract number is assigned containing three sets of numbers arranged as follows:

XXXX-XXX-XXX

The first set of numbers contains four digits and represents the company number, being the owner number. If an owner number does not exist, the Office Manager must assign one.

The second set of numbers contains three digits and represents the entity code for the taxing entity granting the abatement.

The third set of numbers contains three digits and represents the project number. Each individual project abated for a company is assigned this number in sequential order. If one contract covers multiple projects, each individual project must be assigned a separate number.

05.02.00 Abatement Files Computerized

02.01 Abatement File Masters Identified

The abatement information is maintained in the computer under the File Maintenance Menu. The abatement information contains four separate masters: Contract Master, Project Master, Detail Abatement File, and File Maintenance For Abated Accounts (Tax Master Update).

02.02 Contract Master

The Contract Master is established and maintained for each company granting an abatement and contains the following information:

1. Contract, or company, number
2. Company name
3. Comment section for any special notes
4. Status - "D" to delete all files for company

02.03 Project Master

The Project Master is established and maintained for each abated project and contains the following information:

1. Project number
2. Project description
3. Contract floor amount*
4. Contract floor year
5. Contract floor percentage
6. Project base amount*
7. Project completion date
8. Abatement expiration date
9. Expected life of project
10. Abated account number
11. Beginning year of abatement
12. Ending year of abatement
13. Terms of contract: percentage and period
14. Project purpose
15. Notes
16. Status of account - "D" to delete project for all years of the abatement period

*Enter the contract floor amount and the project base in the Project Master only if the value remains constant throughout the abatement period. Any time these values differ from year to year, they are entered in the Detail Abatement File.

02.04 Detail Abatement File

The Detail Abatement File is established and maintained and contains the following information concerning each project for each year of the abatement period:

1. Project value
2. Abatement amount

3. Abatement percentage
4. Contract value
5. Contract floor amount, if amount varies
6. Project base amount, if amount varies
7. Project approved
8. Notes
9. Status of account - "D" for deleted or "F" to indicate that the contract floor was not exceeded

02.05 Abatement File Maintenance (Tax Master Update)

The Abatement Fields in the Tax Master are established and maintained for each abated account as follows:

1. Current taxable value for each taxing entity
2. Previous taxable value for each taxing entity
3. Abatement code for current and previous years: 1 = abated, 0 = no abatement

02.06 Abatement Spreadsheet

Using the List Abatement Information option, a spreadsheet for each abatement project is printed, listing all information pertaining to the abatement. This document is referred to as the Abatement Spreadsheet. Exhibit #6

03-06.00.00 INFORMATION FURNISHED TO INDUSTRIAL APPRAISING FIRM

06.01.00 General Provisions

01.01 Abatement Agreements

The majority of projects receiving abatement will be industrial-type properties that are appraised by the Industrial Appraising Firm, and a copy of each abatement agreement for these properties must be furnished to the Industrial Appraising Firm as soon as possible after receipt of the agreement.

01.02 Abatement Spreadsheet

The Industrial Appraising Firm maintains the abatement information in a computerized format. Therefore, in January of each year the abatement spreadsheet is furnished to the Industrial Appraising Firm. The Industrial Appraising Firm is apprised of any revisions to the abatement files as soon as possible after the revision is made.

03-07.00.00 CALCULATION OF ABATED VALUES

07.01.00 Project Value Determined

01.01 Property Appraised In-House

The appraisers value property receiving an abatement in the same manner as any other commercial/light industrial property as outlined in Section 01-06.00.00 of this manual. In order to determine the value of the abated project, the Administrative Assistant must pull the appraisal card for the abated account and determine the value of the project by applying the provisions of the abatement agreement.

01.02 Property Appraised by Industrial Appraisal Firm

When the industrial appraisal firm furnishes the industrial values as outlined in Section 07-01.04.00 of this manual, a spreadsheet listing the values of the abated projects is also included.

07.02.00 Abated Value Calculated

02.01 Calculation of Current Year Value

Current Year Value is determined by calculating the market value of all industrial realty improvements (F9 accounts) of a property owner that comprise the Base Year Value for each taxing entity granting the abatement.

02.02 Calculation of Base Year Value

Base Year Value for each taxing entity executing an abatement contract is the market value of all industrial realty improvements (F9 accounts) of a property owner located within that entity for the tax period defined as the Base Year less the abated value of all projects granted by that entity for the Base Year. Base Year is defined as the calendar year in which the abatement contract is executed (signed). (Exempt accounts are granted a code other than F9; therefore, they do not need to be considered in this calculation.)

02.03 Calculation of Taxable Value

Taxable Value for each taxing entity is determined by deducting from the appraised market value of all industrial realty improvements (F9 accounts) of a property owner the amount of any applicable abatements granted for that tax year.

02.04 Calculation of Value Potentially Eligible for Abatement

The following procedures are followed for each project subject to a tax abatement contract and for each taxing entity granting the abatement:

1. The project base value, if applicable, is subtracted from the current year project value, and the percentage of abatement to be granted is then applied to the net amount to determine the project value subject to abatement.

2. The base year value is subtracted from the current market value. If the difference is greater than zero (0), then the remaining value is the value potentially eligible for abatement to the extent that it does not exceed the project value subject to abatement.

If the difference is zero (0) or less, then the project is not eligible for an abatement for the tax year.

02.05 Calculation of Abated Value

Each project that remains potentially eligible for abatement is then tested for each taxing entity granting the abatement on an individual basis in chronological order based on the date the contract was executed.

For the project being tested, the base year value plus the value potentially eligible for abatement for all other projects is subtracted from the current market value. If the difference is greater than zero (0), then the remaining value is the value of the project to be abated to the extent that it does not exceed the project value subject to abatement for that year.

If the difference is zero (0) or less, then the project is not eligible for an abatement for that tax year.

If a subsequent project being tested is determined to be ineligible for the full value potentially eligible for abatement calculated previously after performing the calculations stated above, then the test process must be redone for all prior projects using the actual value subject to abatement for the subsequent project to determine if there is any effect on the abatement for each project and each taxing entity for that tax year.

02.06 Abatement Applied

Abatements are applied to an account by listing the taxable value of the account.

This is accomplished by subtracting the abated value for each taxing entity from the market value of the account. Since the abated values may vary for each taxing entity, the taxable values may also vary.

02.07 Tax Master Updated

The Administrative Assistant updates the Tax Master for the taxable value of the abated account through the Abatement File Maintenance.

02.08 Abated Accounts Coded as Rendered

In order to ensure that all accounts with an abated project receive a Notice of Appraised Value, these accounts are given a rendered code (1).

03-08.00.00 REVISIONS TO ABATEMENTS

08.01.00 Revisions Initiated

01.01 Notification Procedures

Any revisions to the value of an abated account must be brought to the attention of the Administrative Assistant in order to make any necessary revisions to the amount of the abatement.

01.02 Abatement Revisions

The Administrative Assistant will initiate any revisions affected by the terms of the abatement or, and the Industrial Appraising Firm initiates any revisions to value of the abated project.

01.03 Market Value Revisions

The appraisers or the Appraisal Review Board may make revisions to the market value of an abated account. Since any revision to the market value would affect the value of the abatement, the Administrative Assistant must be notified.

01.04 Controls to File Maintenance of Abated Accounts

In order to ensure that the Administrative Assistant is advised of all revisions to abated accounts, a control has been instituted that restricts access to the file maintenance of any abated account.

If the Data Department receives a Data Change Form on an abated account, the computer will not allow the data entry operator to update the Tax Master for the change without a password from the Administrative Assistant. Therefore, any Data Change Form on an abated account is submitted to the Administrative Assistant, who reviews the change, makes any revisions to the Abatement Files, and returns the Data Change Form to the Data Department. The Administrative Assistant then grants access on the account in order to allow the necessary file maintenance.

01.05 Revisions Processed

Any revision to an abated account is processed as outlined in Section 7-03.00.00

01.06 Recalculation of Contract Floor

Revisions can also be made to other accounts that comprise the contract floor, if one is applicable. Since it is impossible to apprise the Administrative Assistant of all of these revisions, the current year value for all abated accounts is rerun following certification of the appraisal roll to determine if the value of the abatement has been affected.

08.02.00 Abatement File Information Updated

02.01 General Update

If a revision is made to an abated account, the Abatement File Information outlined in Section 03-05.02.00 must be updated to reflect the revision. If a revision is made after the appraisal roll has been certified, the taxable value must be updated through the General File Maintenance Menu under the access of the Data Department. Up until the time the appraisal roll is certified, the Administrative Assistant may update the taxable value through the Abatement File Maintenance Menu.

02.02 Abatement Deleted

If an abatement is to be deleted for any given year, a "D" must be entered in the status field for the Contract Master file, the Project Master file, and the Detail Abatement file. The Contract Master is only deleted if no other abatement exists for that company.

The abatement code (1) must be cleared from the abated field in the Tax Master for all expired abatement projects.

02.03 Project Value Revised

If the project value of an abated account is revised, the abated value must be recalculated as outlined in Section 03-07.02.00 and the new project value and abatement amount must be updated in the Detail Abatement File.

08.03.00 New Improvement Values Calculated

03.01 Deleted Abatements

The project value for all expired abated projects will be provided by Capitol Appraisal Group when the abatement information is furnished.

To determine the amount of the new improvement value to be used in the effective tax rate calculations, subtract the taxable value of the project in the prior year from the project value for the current year.

If no abatement was granted in the prior year due to the contract floor, then no new improvement value will be attributed due to the expiration of the abatement.

03.02 Weighted Average Abatements

With the weighted average abatements, the percentage of abatement decreases each year. The taxable value created due to the decrease in the abatement percentage is considered to be new improvement value in the effective tax rate calculations.

To determine the new improvement value for the project, subtract the prior year taxable value from the current year taxable value. This calculation will include both the added value due to the percentage change in the abatement as well as the increase or decrease in the project value due to reappraisal.

03.03 New Improvement Values Entered

The new improvement values for each account (which may include more than one project) are entered by taxing entity using Option 6, Maintain New Construction File, in the Process Abatement Information Menu.

The new construction value reports are printed using Option 7 and are printed in both account number order and by company name.

03-09.00.00 MISCELLANEOUS PROVISIONS

09.01.00 Completion of Abated Project

01.01 Notification to Tax Abatement Review Committee

The Chief Appraiser notifies the Tax Abatement Review Committee through the County Judge's Office of the completion of the construction of an abated project. This notification is typically done in March, once the information is received from Capitol Appraisal Group.

The Tax Abatement Review Committee annually evaluates all completed abated projects to ensure compliance with the terms and provisions of the tax abatement agreement and reports possible defaults to Commissioner's Court.

01.02 Percentage of Abatement Determined

The Tax Abatement Review Committee must notify the Chief Appraiser of the percentage of abatement to be applied when this term is based on the direct hire of local labor and subcontractors during the construction period. The Committee must also notify the Chief Appraiser of the total value of any property it deems to be ineligible. This is a one-time notification that occurs in the first tax year following completion of the project. These terms will apply for the duration of the agreement.

SECTION 02-00.00.00 SPECIAL APPRAISALS

02-01.00.00 TYPES OF SPECIAL APPRAISALS

01.01.00 Agricultural Use (Section 1-d)

01.01 Eligibility

To qualify for an agricultural use (1-d) designation, the land must have been devoted exclusively to or developed continuously for agriculture for the three years preceding the current year. The property owner must be using and intends to use the land for agriculture as an occupation or a business venture for profit during the current year. Further, agriculture must be the primary occupation and source of income for the property owner. PTC Sec 23.42(a)

01.02.00 Open-Space Land (Section 1-d-1) and Timber Land

02.01 Eligibility

To qualify for an open-space (1-d-1) or timber land designation, the land must be currently devoted principally to agriculture use or the production of timber or forest products to the degree of intensity generally accepted in the area and must have been devoted principally to agriculture use or to production of timber or forest products for five of the preceding seven years.

An open-space land designation includes all appurtenances to the land.

PTC Sec 23.51(1)

PTC Sec 23.72

02.02 Land Ineligible for Qualification as Open-Space or Timber

Land that is located inside the city limits is ineligible for qualification as open-space or timber land unless the land has been devoted principally to agriculture or timber use for the preceding five years.

Further, land that is owned by a nonresident alien, foreign government, corporation, partnership, trust, or other legal entity is ineligible for qualification as open-space or timber land unless the treaty between the United States and a foreign government includes a non-discrimination clause.

PTC Sec 23.56

PTC Sec 23.77 and Notes

01.03.00 Restricted-Use Timber Land

03.01 Eligibility

To qualify for restricted-use timber land, the land must be in an aesthetic management zone, critical wildlife habitat zone, or streamside management zone.

PTC Sec 23.9802(a)

In addition, the land qualifies under this section if timber was harvested from the land in a year which the land was appraised as timber land in accordance with Section 23, Subchapter E of the Property Tax Code, and the land has been regenerated for timber production to the degree of intensity generally accepted in the area for commercial timber land and with intent to produce income. However, land ceases to qualify for special appraisal under this circumstance on the 10th anniversary of the date the timber was harvested. This does not disqualify the land from qualifying for appraisal under Chapter 23 of the Property Tax Code in a tax year following that anniversary based on the circumstances existing in that subsequent tax year.

PTC Sec 23.9802(b,c)

02-02.00.00 APPLICATION PROCEDURES

02.01.00 Publicizing Requirements

01.01 General Provisions

Each year the requirements for special appraisal and the availability of exemption forms shall be publicized in the Beaumont Enterprise. A news release concerning the same information shall also be furnished to the Port Arthur News.

Exhibit #3

Said information shall be submitted in a timely fashion to ensure publication in January of each year.

PTC Sec 23.43(f)

PTC Sec 23.54(g)

PTC Sec 23.75(g)

PTC Sec 23.9804(h)

02.02.00 Documents Required

02.01 Application

In order to qualify for a special appraisal, a property owner must file an application using the appropriate form (Forms #91-020-400, #91-020-401, #91-020-402, and #00-020-411) with the Appraisal District.

PTC Sec 23.43(a)

PTC Sec 23.54(a)

PTC Sec 23.75(a)

PTC Sec 23.9804(a)

02.02 Supporting Documentation

Every property owner filing an application for special appraisal of agricultural land is also requested to file a Real Property Report Confidential Ag-Use Questionnaire (Form #91-020-405) and a Lease Verification Affidavit (Form #91-020-406).

Failure to file these forms will not result in an automatic denial of an application; however, if the information provided in the application is not sufficient for the appraiser to make a determination as to eligibility, the property owner will then be required to submit the necessary forms.

02.03.00 Filing Deadline

03.01 Deadline Date

A property owner must file an application for special appraisal before May 1. For good cause shown, the Chief Appraiser may extend the deadline by written order for a single period not to exceed 60 days (a 15 day extension is allowed for restricted-use timber land).

PTC Sec 23.43(b)
Sec 23.54(d)
Sec 23.75(d)
Sec 23.9804(e)

03.02 Late Application Allowed

If a property owner files an application after the deadline for filing but prior to the date the Appraisal Review Board approves the appraisal records, the application shall be accepted. (This section does not apply to restricted-used timber land.)

PTC Sec 23.431(a)
Sec 23.541(a)
Sec 23.751(a)

03.03 Late Application Penalty

If an application that has been filed late is approved, the property owner is liable for a penalty of 10 percent of the difference between the amount of tax imposed on the property under the special appraisal and the amount of tax that would have been imposed if the property were taxed at market value. (This section does not apply to restricted-use timber land.)

PTC Sec 23.431(b)
Sec 23.541(b)
Sec 23.751(b)

An entry is made on the appraisal records to indicate a property owner's liability for any penalties imposed, and the property owner is notified in writing of the penalty.

PTC Sec 23.431(c)
Sec 23.541(c)
Sec 23.751(c)

03.04 Late Application Disallowed

If a property owner files an application after the date the ARB approves the appraisal records, the land is ineligible for special appraisal in that year. (This section does not apply to restricted-use timber land.)

PTC Sec 23.43(c)
Sec 23.54(e)
Sec 23.75(e)

03.05 Late Application Disallowed – Restricted-Use Timber Land

If a property owner fails to file a valid application for restricted-use timber land on time, the land is ineligible for special appraisal for that year.

PTC Sec 23.9804(f)

02.04.00 Application Renewal Procedures

04.01 Annual Application - 1-d

A property owner claiming an agriculture-use designation (1-d) on his property must apply for the designation on an annual basis.

PTC Sec 23.43(a)

Before February 1 of each year, an application form as well as any other documents required by this Section must be mailed to each property owner whose land was designated for agriculture-use (Section 1-d) in the preceding year. A brief explanation of the requirements for obtaining the agriculture-use designation must also be mailed.

PTC Sec 23.43(e)

04.02 One-Time Application - 1-d-1, Timber Land, and Restricted-Use Timber land

Once property has been designated as open-space (1-d-1) or timber land, the property shall continue to be eligible for special appraisal. A new application is not required unless the ownership of the land changes or its eligibility ends.

PTC Sec 23.54(e)

PTC Sec 23.75(e)

Once property has been designated as restricted-use timber land, the property shall continue to be eligible for special appraisal. A new application is not required unless the ownership of the land changes, the standing timber is harvested, or the land's eligibility ends.

PTC Sec 23.9804(f)

04.03 Verification of Eligibility

If the Chief Appraiser has good cause to believe that the land currently receiving an open-space (1-d-1) or timber appraisal is no longer eligible, a new application is mailed to a property owner in order to confirm the land's eligibility.

PTC Sec 23.54(e)

Sec 23.75(e)

Sec 23.9804(f)

04.04 Periodic Inspections

Periodically, the District may inspect properties currently receiving a special appraisal to determine their continuing eligibility.

02.05.00 Applications Reviewed and Confirmed

05.01 Field Inspection Made

If an application is being filed for a special appraisal for the first time or if a reinspection is necessary to determine continuing eligibility, the appraiser inspects the property to determine if the land is currently devoted to agriculture use, if the required past history exists, and if the land has been properly managed. The condition of fences, barns, corrals, etc. is also noted.

Land for which a timber use designation is applied for is inspected to determine if marketable timber exists on the land and if a proper management program has been adhered to.

05.02 Test of Eligibility Worksheet Completed

Once the appraiser has completed the inspection of the land, the Ag Use Test of Eligibility Worksheet (Form #91-020-407) is completed.

05.03 Action on Applications

Action on the application is taken as follows:

1. The application is approved and the land is granted the special appraisal
2. The application is denied, or
3. The application is denied and additional information is requested from the property owner in support of the claim.

If additional information is requested, the property owner must furnish it within 30 days after the date of the request or the application is denied.

PTC Sec 23.44(a,b)
Sec 23.57(a,b)
Sec 23.79(a,b)
Sec 23.9805(a,b)

05.04 Notification Requirements on Denials

If an application is denied, the property owner must be mailed a written notice of the denial by certified mail within five days after the date of denial. The notice must include a brief explanation of the procedures for protesting the denial (Form #92-020-408).

PTC Sec 23.44(d)
Sec 23.57(d)
Sec 23.79(d)
Sec 23.9805(d)

05.05 Protest Procedures

In order to file a protest on a denial of an application for special appraisal, a property owner must file a written protest within 30 days of the date the notice of the denial was mailed.

PTC Sec 41.11

02.06.00 Application Confidential

06.01 Agriculture-Use (1-d) Application

An application for agriculture-use designation (1-d) is confidential and not open to public inspection. The application and the information it contains about a specific property or a specific property owner may not be disclosed to anyone other than an employee of the Appraisal District who appraises property.

PTC Sec 23.45

06.02 Supporting Documentation

The Real Property Report Confidential Ag-Use Questionnaire and Lease Verification Affidavit discussed in Section 02-02.02.02 are confidential and not open to public inspection.

PTC Sec 22.27(a)

02-03.00.00 APPRAISAL PROCEDURES

03.01.00 Compilation of Appraisal Schedules

01.01 Information Gathered

Information concerning price data is obtained from the Agricultural Stabilization Conservation Service, State Crop Reporting Service, and the Production Credit Union to determine the values for agriculture lands.

Information concerning price data is obtained from Timber Mart-South to determine the values of timber lands.

01.02 Values Computed

Based on the information gathered when compiling the appraisal schedules, the values for agriculture lands are computed based on the five-year average net-to-land values for the following categories of property:

1. Riceland I
2. Riceland II
3. Soybeans
4. Pasture Land I
5. Pasture Land II
6. Pasture Land III
7. Pasture Land IV

The values for timber lands are computed based on the five-year average net-to-land values for the following categories of property:

1. Hardwood
2. Pine

03.02.00 Field Work Completed

02.01 Ag-Use Field Record Maintained

The appraiser updates the Ag-Use Field Record for all accounts receiving the special appraisal designation. The Ag-Use Field Record is maintained in the personal computer. The account is updated for the following information:

1. Current year valuation information
2. Lease information
3. Last year valuation information

Exhibit #4

02.02 Tax Master Maintained

The appraiser makes a printout of the Ag-Use Field Records and submits a copy to the Data Department. Using this report, the data entry operator updates the Tax Master for the special appraisal information, date stamps the copy of the report with the identification number of the data entry operator, and files it.

02.03 Applications Filed

Once the necessary action on the application has been taken, the appraiser submits it to the Roll Department for filing purposes.

02-04.00.00 CHANGE IN USE PROCEDURES

04.01.00 Agriculture-Use Land (1-d)

01.01 Change in Use Occurs

If land that has been designated for agriculture use in any year is sold or diverted to a non-agriculture use, the total amount of rollback taxes for the preceding three years plus interest at the rate provided for delinquent taxes becomes due.

PTC Sec 23.46(c)

01.02 Notice to Property Owner

A notice of the determination of change in use is mailed by certified mail to the property owner as soon as possible after making the determination. The notice includes an explanation of the owner's right to protest the determination.

PTC Sec 23.46(c)

01.03 Protest Procedures

A property owner may protest the determination of change in use in the same manner as provided in Section 02-02.05.05 of this Manual.

01.04 Taxing Entities Notified

The appraiser notifies the Office Administrator when a change in use occurs. The Office Administrator then notifies any affected taxing entities in order that they may institute a rollback of the taxes as provided by the Property Tax Code.

04.02.00 Open-Space (1-d-1) and Timber Land

02.01 Change in Use Occurs

If the land receiving the open-space (1-d-1) or timber designation changes to a non-qualifying use, a rollback tax is imposed covering the preceding five years in which the land received special appraisal. The rollback tax is the difference between the taxes paid based on the special appraisal and the taxes that would have been paid if the land had been taxed on its higher market value, plus interest at an annual rate of seven percent (7%) charged from the dates the taxes would have been due.

PTC Sec 25.55

02.02 General Provisions

The same provisions for protest, notification to the property owner, and notification to the taxing entities are followed as provided by Sections 02-04.01.02 through 02-04.01.04.

04.03.00 Restricted-Use Timber Land

03.01 Change in Use to Other Qualifying Special Appraisal

If the land receiving the restricted-use timber designation changes to a use that qualifies the land for any other special appraisal outlined in Chapter 23 of the Property Tax Code, an additional tax is imposed on the land equal to the difference between the taxes imposed on the land for each of the five (5) years preceding the year in which the change of use occurs and the taxes that would have been imposed had the land been appraised under any other special appraisal allowed under this Section. Interest at an annual rate of seven percent (7%) is also added, calculated from the dates on which the differences would have become due.

03.02 Change in Use to Non-Qualifying Use

If the land receiving the restricted-use timber designation changes to a non-qualifying use, an additional tax is imposed on the land equal to the sum of the taxes imposed on the land for each of the five years preceding the year in which the change of use occurs and the taxes that would have been imposed had the land been taxed on the basis of market value in each of those years. Interest at an annual rate of seven percent (7%) is also added, calculated from the dates on which the differences would have become due.

03.03 General Provisions

The same provisions for protest, notification to the property owner, and notification to the taxing entities are followed as provided by Sections 02-04.01.02 through 02-04.01.04.

02-05.00.00 AGRICULTURAL ADVISORY BOARD

05.01.00 Appointment Procedures

01.01 Board Appointed

The Chief Appraiser, with the approval of the Board of Directors, appoints the Agricultural Advisory Board. PTC Sec 6.12(a)

01.02 Membership Size

The Board must have at least three members; however, with the approval of the Board of Directors, the Chief Appraiser may appoint more than three members. PTC Sec 6.12(a)

01.03 Eligibility Requirements

Two members of the Board must be owners of qualified agriculture or timber land and must have resided in the District for at least five years. One member must be a representative of the Agricultural Stabilization and Conservation Service in the District.

PTC Sec 6.12(b)

Members of the Appraisal District staff and Board of Directors are ineligible to serve on the Board. PTC Sec 6.12(e)

01.04 Terms of Office and Compensation

Board members serve two-year, staggered terms of office.

PTC Sec 6.12(c)

Members do not receive compensation for service on the Board.

PTC Sec 6.12(f)

05.02.00 Duties of the Board

02.01 Duties Outlined

The Board's function is to advise the Chief Appraiser on major issues dealing with agricultural and timber appraisal, such as; net to land, degree of intensity standards, and other agricultural use and appraisal issues.

PTC Sec 6.12(g)

02.02 Authority Limited

The Board has no decision-making authority or responsibility. The Board shall not become involved in matters dealing with individual properties or in approving applications for agricultural appraisal.

05.03.00 Meetings of the Board

03.01 Meetings Called

The Board shall meet at the call of the Chief Appraiser at least three times a year or as deemed necessary.

PTC Sec 6.12(d)

03.02 Conduct of Business

Since the composition of this Board does not fall under the constraints of the Open Meetings Act, it is not required to post agendas and keep formal minutes. If requested by the Board, committee minutes will be maintained.

The Board shall conduct its business in an informal fashion, with a majority of the Board present.

02-06.00.00 MISCELLANEOUS SPECIAL APPRAISALS

06.01.00 Types of Miscellaneous Special Appraisals

01.01 Recreational, Park, and Scenic Land

Recreational, park, and scenic land is described as land used for individual or group sporting activities; park or camping activities; development of historical, archaeological, or scientific sites; or the conservation and preservation of scenic areas.

PTC Sec 23.81

01.02 Public Access Airport Property

Public access airport property is described as privately owned land that is regularly used by the public for or regularly provides service to the public in connection with airport purposes, including the landing, parking, shelter, or takeoff of aircraft and the accommodation of individuals engaged in the operation, maintenance, or navigation of aircraft or of aircraft passengers in connection with their use of aircraft or of airport property.

PTC Sec 23.91

01.03 Wildlife Management Use

Wildlife management means actively using land that at the time the wildlife-management use began was appraised as qualified open-space land in at least three of the following ways to propagate a sustaining breeding, migrating, or wintering population of indigenous wild animals for human use, including food, medicine, or recreation:

1. habitat control
2. erosion control
3. predator control
4. providing supplemental supplies of water
5. providing supplemental supplies of food
6. providing shelter
7. making of census counts to determine population

01.04 Wildlife Management Plan

Any property owner seeking a special appraisal under Property Tax Code, Chapter 23, Subchapter D, based on wildlife management use must meet the following minimum standards for qualification effective January 1, 2002:

Stand Alone Properties: 94% of land must be devoted to wildlife use

Properties within Wildlife Management Property Association: 91% land must be devoted to wildlife use

Properties designated as Habitat for Species of Concern: 91% of land must be devoted to wildlife use

Wildlife management property associations are defined by State Comptroller Rule 9.4003(b)(6). Species of Concern as defined by State Comptroller Rule 9.4003(f)(3).

Properties that qualified for special appraisal as wildlife management prior to January 1, 2002 are not required to meet these minimum standards providing the tract contains the same or a greater amount of qualifying acreage as contained in the tract prior to January 1, 2002 and continues to satisfy all other qualification requirements.

A property owner who demonstrates by clear and convincing evidence that the unique characteristics of their habitat and/or management species makes it possible to effectively manage for wildlife at a ratio less than the minimum standards shall receive the special appraisal providing the property meets all other standards outlined in Property Tax Code Chapter 23, Subchapter D and State Comptroller Rule 9.4003.

PTC Chap 23, Sub D

Comptroller Rule 9.4003

06.02.00 Eligibility

02.01 Deed Restriction Requirements

To qualify for either special appraisal, the land must contain a minimum of five acres and must be restricted for the intended purpose by filing a deed restriction with a minimum period of 10 years with the County Clerk.

PTC Sec 23.82

PTC Sec 23.92

02.02 Intended Use Requirements

The land must also have been devoted exclusively to its intended use for the preceding year, and there must be intent to use the land exclusively for this same use in the current year.

PTC Sec 23.83(a)

PTC Sec 23.93(a)

02.03 Miscellaneous

Further, in order to qualify for the recreational, park, and scenic special appraisal, the land must also be used in a way that does not result in accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain. PTC Sec 23.83(a)

06.03.00 Application Procedures

03.01 Application Filed

In order to qualify for either special appraisal, a property owner must file an application form (Forms #91-020-403 and #91-020-404) before May 1 in the first year the property would qualify. For good cause shown, the Chief Appraiser may extend the deadline by written order for a single period not to exceed 60 days.

PTC Sec 23.84(a,b)

PTC Sec 23.94(a,b)

The Chief Appraiser must take action on the application in the same manner as outlined in Section 02-02.05.03.

PTC Sec 23.85

PTC Sec 23.95

03.02 Late Application

If a property owner fails to timely file an application, the land is ineligible for special appraisal.

PTC Sec 23.84(c)

PTC Sec 23.94(c)

03.03 Application Renewal Procedures

Once property has been designated for a special appraisal, the property shall continue to be eligible for special appraisal without a new application being filed for the duration of the deed restriction unless the ownership of the land changes or its eligibility ends.

If the Chief Appraiser has good cause to believe that the land is ineligible, a new application may be mailed to a property owner in order to confirm the land's eligibility.

PTC Sec 23.84(c)

PTC Sec 23.94(c)

06.04.00 Additional Taxes Imposed

04.01 Land Not Principally Devoted to Intended Use

If land receives a special appraisal in any given year, at the end of that year the Chief Appraiser must determine if the land was devoted principally to its intended use.

If it is determined that the land was not used exclusively for its intended use, an additional tax equal to the difference in the amount of tax actually imposed with benefit of the special appraisal and the amount of tax that would have been imposed without benefit of the special appraisal is charged. This amount of additional tax plus interest is included on the next tax statement sent on this property by the tax assessor-collector.

PTC Sec 23.83(d)

PTC Sec 23.93(d)

04.02 Special Appraisal Applied Erroneously

If it is discovered that the special appraisal was granted in error in any one of the five (5) preceding years, the difference between the appraised value of the land with benefit of the special appraisal and the market value of the land without benefit of the special appraisal will be added to the appraisal roll.

PTC Sec 23.84(e)

PTC Sec 23.94(e)

04.03 Change in Use Occurs or Deed Restriction Not Applicable

If it is discovered that the land receiving a special appraisal is no longer subject to a deed restriction or is diverted to a use other than its intended purpose, an additional tax is imposed equal to the difference between the actual taxes imposed with benefit of the special appraisal for each of the five preceding years and the tax that would have been imposed without benefit of the special appraisal, plus interest at an annual rate of seven percent calculated from the dates on which the differences would have become due for each year.

PTC Sec 23.86(a)

PTC Sec 23.96(a)

04.04 Penalty for Violating Deed Restriction

If land designated for special appraisal is used for a purpose other than the intended purpose before the term of the deed restriction expires, a penalty is imposed on the land equal to the difference between the taxes actually imposed with benefit of the special appraisal for the year in which the violation occurred and the amount of taxes that would have been imposed without benefit of the special appraisal.

An entry must be made in the appraisal records indicating the amount of penalty and written notification of the imposition of the penalty must be delivered to the property owner along with a brief explanation of the procedures for protesting the penalty.

PTC Sec 23.87

PTC Sec 23.97

04.05 Taxing Entities Notified

The Office Administrator notifies the taxing entities of any additional taxes or penalties that are to be imposed in order that they may issue tax statements to the property owner.

SECTION 13-00.00.00 MISCELLANEOUS FUNCTIONS

13-01.00.00 TAXPAYER LIAISON OFFICER

PTC Sec 6.052

01.01.00 Purpose

01.01 Duties Assigned

The Taxpayer Liaison Officer is directly responsible to the Board of Directors and is responsible for administering the public access functions of the District and resolving disputes between property owners and the District that fall under the jurisdiction of the Board.

01.02.00 Taxpayer Complaints

02.01 Jurisdiction of the Board

The Board of Directors may hear any complaint concerning, but not limited to, the items listed below. The Board may not hear complaints concerning appraised value that are the responsibility of the Appraisal Review Board.

1. Appointing the Chief Appraiser
2. Contracting with other appraisal offices, taxing entities, or private firms to perform appraisal functions
3. Adopting annual budgets for the operation of the District and any collection functions it may have under contract
4. Determining the method of financing the annual budgets based on cost allocations among taxing entities
5. Purchasing or leasing real property, as well as constructing improvements, to establish the appraisal office
6. Ensuring preparation of annual audits by certified public accountants
7. Selecting a financial institution to deposit funds through bid solicitation
8. Entering into contracts for appraisal functions and for all expenditures in excess of \$5,000 in order to ensure that they comply with the competitive bidding requirements established by law
9. Being a necessary party to lawsuits brought by property owners concerning appraisals
10. Approving the appointment of the Agricultural Advisory Board
11. Appointing the members of the Appraisal Review Board and increasing the size of the Board's membership when necessary
12. Administering the District office in any other manner required by law

02.02 Complaint Procedures

Any complaint requiring action by the Board must be filed in writing with the Taxpayer Liaison Officer (TLO). The complaint must adequately describe the situation, the person(s) involved, and the action(s) the property owner would like the Board to take concerning the complaint.

02.03 Complaint Resolved by TLO

The TLO will research each complaint for all possible remedies. If the TLO and the taxpayer are able to resolve the problem, the TLO will report the problem and its resolution in the TLO Report to the Board at their next scheduled meeting.

02.04 Complaint Unresolved by TLO

A property owner that is unable to resolve a complaint with the TLO will be granted the opportunity to present the complaint to the Board in person. The complaint will be placed as an action item on the agenda for the next scheduled meeting of the Board.

02.05 Special Provisions

If a property owner has impairment and cannot present the complaint in writing, the complaint will be tape recorded and played to the Board in lieu of the written complaint and personal appearance.

02.06 TLO Report

The TLO submits a report to the Board at each regular meeting detailing the monthly activities of the TLO as follows:

1. Communications received from property owners
2. Number of resolved complaints
3. Number of outstanding complaints
4. Summary of TLO public service activities

01.03.00 Public Access Policies

03.01 Translators

A translator will be provided by the District for non-English speaking persons and for the hearing impaired if requested in writing by the property owner.

03.02 Special Access Requirements

For those property owners filing a complaint that have a physical, mental, or developmental disability, the District will provide the necessary services, including but not limited to, providing the proper arrangement for public forums to include the correct placement of microphones and sufficient area for wheelchairs and other mobility aides.

01.04.00 Miscellaneous Provisions

04.01 Public Information Pamphlets

The TLO shall be responsible for preparing information of public interest describing the functions of the Board and the Board's procedures by which complaints are filed with and resolved by the Board, as well as any other information of public interest.

Jefferson 123 Ac
Investment

4-00.00: ACCOUNTING PROCEDURES

4-01.00 Bank Depository

01.01 Designation of Bank Depository

The Board of Directors shall designate a bank depository in accordance with the following:

The Appraisal District depository must be a banking corporation incorporated under the laws of this State or the United States or a savings and loan association in this State whose deposits are insured by the Federal Savings and Loan Insurance Corporation.

The Appraisal District Board of Directors shall designate as the District depository the financial institution or institutions that offer the most favorable terms and conditions for the handling of the District's funds.

To the extent that funds in the depository are not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, they shall be secured in the manner provided by law for the security of funds of counties.

Once designated the depository shall serve for a two-year period and until a successor is designated and has qualified. The Board of Directors and depository may agree to extend a depository contract for one additional two-year period.

PTC Sec 6.09
Revised 10/15/03
Resolution #03-09

01.02 Bidding Procedures

The Board shall solicit bids for the District's bank depository every two years unless a depository contract is extended as provided by Section 4-01.01.

PTC Sec. 6.09(c)
Revised 4/8/98
Resolution #98-8
Revised 10/15/03
Resolution #03-9

The notice of the solicitation of bids for the depository shall be published in the Beaumont Enterprise as provided by Section 4-02.03 of this manual.

Revised 4/15/92
Resolution #92-10

The bids received shall be opened, read aloud, and tabulated in a public meeting.

The Board shall make its decision of the bank depository in a public meeting.

01.03 Depository Bid Form

Refer to Exhibit #3 for the form to be used by the Board in the solicitation of bids for a bank depository.

Exhibit #3

4-02.00 Competitive Bidding Procedures

PTC Sec. 6.11
Local Gov Code 252

02.01 Bid Limitations

Revised 3/17/93
Resolution #93-4
Revised 11/09/94
Resolution #94-16
Revised 10/15/03
Resolution #03-9
Revised 4/15/09
Resolution #09-08

The Chief Appraiser is authorized to make purchases for any one item or service costing no more than \$50,000. Purchases for any one item or service costing in excess of \$50,000 require competitive bidding.

For any purchase over \$3,500, but less than \$50,000, three quotes are required prior to making the purchase; however, Board approval is not required if the purchase is a budgeted item. In addition, quotes from at least two historically underutilized businesses must be obtained, on a rotating basis, based on information provided by the General Services Commission pursuant to Chapter 2151, Government Code.

Resolution #82-8

02.02 Exception

The only exceptions to the competitive bidding process are the purchase (not lease) of land or buildings for authorized purposes; replacing or repairing unforeseen damages to property, machinery, or equipment; work performed and paid for by the day as work progresses; contracts for personal, planning, or professional services; items available from only one source; or any other exception listed in Local Government Code Sec. 252.022. The statute lists professional services as those of architects, attorneys, engineers, tax appraisers, mappers, financial advisors, and fiscal agents. Personal services contracts include the use of equipment and may provide for payment of profit, taxes, and insurance, if the cost for these items is incidental to the main object of the contract. Planning service contracts are intended to guide governmental policy to ensure the orderly and coordinated development of the Appraisal District.

02.03 Notice Requirements

The Board of Directors is subject to the same requirements and has the same powers regarding purchases and contracts that apply to a municipality under Local Government code, Chapter 252.

The Board must provide public notice of intention to receive bids. The notice must be published in the Beaumont Enterprise once a week for two consecutive weeks prior to the time set for letting the contract. The date of the first publication must be at least 14 days prior to the bid date.

Revised 7/19/89
Resolution #89-15

The notice shall state the following:

1. The date, time, and location at which the contract will be awarded.
2. Plans and specifications for the work to be done, or specifications for machinery, supplies, equipment, or materials to be purchased are on file with a designated official of the District where they may be examined without charge. The plans and specifications must be so detailed that any responsible interested party is made fully aware of the object and performance of that which is to be delivered under the contract.

02.04 Bid Specifications

Specifications must be carefully drawn so that each bidder can be on equal terms in responding to the bid and will be judged according to the same standards.

Changes in the bid specifications will not be made prior to letting or commencement of the contract. If changes are made, they must be reviewed with regard to the competitive bidding process. The critical inquiry is whether revisions are material and substantial.

The Board must determine whether the revised specification is substantially similar to the original specifications. If enough change is made, the revised specification will be treated as a new proposal and new bids will have to be solicited. Thus, after bids have been made upon the basis of specifications prepared by the Board and given out to all interested bidders, no material, substantial change in any terms will be allowed.

A contract may be let on a lump sum basis or on a unit-price basis as determined by the Board. If the contract is to be let on a unit-price basis, the information furnished a bidder must specify the approximate quantities needed, estimated upon the best available information. Compensation paid the contractor, however, must be based on the actual quantities constructed or supplied.

02.05 Acceptance and Rejection

The Board, if it awards a contract, must award the contract to the lowest responsible bidder. The lowest responsible bidder is not necessarily the lowest bidder. The Board members must use their honest judgment in making a choice among lowest bidders. The Board may consider such factors as quality of the product, adaptability to the particular use required and the ability, capacity, experience, efficiency, and financial responsibility of the bidders.

After all bids have been reviewed, the Board is not obligated to let a contract based on said bids. The Board retains the right to reject any or all bids although this right is not an unlimited discretion to reject bids; rejection of a low bid should be based on defensible criteria.

02.06 Procedures

A bidder mailing list will be developed. This fosters competition by allowing those with a general desire to bid to receive specific notification.

A standard invitation-to-bid form will be used.

Exhibit #4

Bids will be opened at a meeting which may be easily attended by the public. The Chief Appraiser, or a staff member designated by him, shall preside at the bid openings. A bid need not be accepted at this meeting; however, the actual awarding of the bid shall take place at a Board of Directors meeting for which this item has been specifically listed.

Bids will be date-stamped with the time received placed on the envelope. Late bids will be returned unopened.

A file of all bids received will be maintained.

02.07 Change Orders

After performance of a contract has commenced, if it becomes necessary either to make alterations in plans or specifications or to decrease or increase the quantity of work performed or of materials, equipment or supplies to be furnished, the Board is authorized to approve change orders affecting such alterations. However, the total contract price may not be increased unless due provision has been made to provide for payment of such added cost by appropriating current funds for the purpose. The original contract price may not be increased by more than 25 percent without the consent of the contractor.

If the contract has not commenced, a change may require that the contract be submitted once again to competitive bidding because the change may be deemed in fact a change in the bid specification.

02.08 Effect of Noncompliance

A contract made without conforming to the competitive bidding requirements is void. Although the statute does not specifically impose criminal penalties for failure to follow the competitive bidding laws, an intentional or knowing violation of the law by a public servant with intent to benefit personally may constitute official misconduct.

4-03.00 Audit Procedures

03.01 General

The Board of Directors shall solicit Requests for Proposals (RFPs) for auditing services from all accounting firms in Jefferson County at least once every four years. Once the Board retains an auditing firm, the contract for auditing services shall be awarded on an annual basis.

The report of the audit is a public record. A copy of the report shall be delivered to the presiding officer of the governing body of each taxing unit eligible to vote on the appointment of District Directors, and a reasonable number of copies shall be available for inspection at the Appraisal District office.

PTC Sec. 6.063
Revised 11/6/85
Resolution #85-24
Revised 4/20/88
Resolution #88-11
Revised 5/25/88
Resolution #88-14
Revised 5/16/90
Resolution #90-7
Revised 8/24/93
Resolution #93-9

4-04.00 Check Signing Procedures

04.01 General

All checks of the Appraisal District shall have the signature of the Chief Appraiser and the counter-signature of either the Chairman or Secretary of the Board of Directors.

At least one of said signatures to the check shall be handwritten, but one may be by printed facsimile.

Board Resolutions

4-05.00 Contracts

05.01 Contract Beyond Current Year

The Texas Constitution prohibits political subdivisions from incurring debts or creating an enforceable contractual obligation that extends into future revenue years.

Where time payments create any potential for being paid from future budgets, the Appraisal District must include a "funding out" clause in the contract, giving the District the right to terminate the agreement if revenues do not actually become available in the future.

05.02 Contracts Beyond Directors' Terms

The Appraisal District cannot enter into a contract which will extend beyond the term of the present Board when the subject matter of the contract concerns the exercise of governmental powers. Contracts involving incidental, proprietary issues are still valid even if they extend beyond the Directors' term.

A contract involving a governmental function can extend beyond the term of the present Board by including a ratification clause which would condition the continuance of the contract upon acceptance by a subsequent Board.

05.03 Definitions

Governmental functions are those functions directly related to carrying out the statutory responsibilities regarding ad valorem taxation, such as; employing a Chief Appraiser, establishing an operating budget, contracting for appraisal services, and designating a depository for District funds.

Proprietary functions are actions that are only incidental to the District's statutory duties, such as; leasing space for the District's office, providing for employees other than the Chief Appraiser, or choosing employee compensation and other benefits.

4-06.00 Investments

Revised 4/17/85
Resolution #85-10

06.01 Release of Securities

The release of securities held as collateral against the Appraisal District deposits shall require the signature of any two of the three persons authorized to sign checks as outlined in Section 4-04.00 of this manual.

06.02 Procedures

The Chief Appraiser is charged with the responsibility of investing the District's funds in Certificates of Deposit that are fully covered under the depository contract discussed in Section 4-01.00 of this manual, making certain that the necessary cash flow will not be hampered.

4-07.00 Taxpayer Notification Advertising Requirements

07.01 General

All advertisements concerning taxpayer notification as mandated by the Property Tax Division shall be published in the Beaumont Enterprise, with said advertisements meeting all criteria for publication as required. As a courtesy, advertisements shall also be placed in the Port Arthur News; however, said advertisements are not required to meet the required criteria but shall be published in the form of news releases in said newspaper.

Revised 7/19/89
Resolution #89-15

4-08.00 Replacement Fund

08.01 Replacement Fund Established

A Replacement Fund for the purpose of replacing existing equipment as it becomes inoperable or obsolete will be established in the District's annual budget.

08.02 Accounting Procedures

A separate account at the District's depository will be maintained under the account name, JCAD Replacement Fund. Any interest earned on the monies deposited in this account shall be recognized as income in the JCAD Replacement Fund retroactive to January 1, 1990.

Revised 11/20/91
Resolution #91-12

In the initial year of the fund, being 1990, a lump sum transfer will be made at the time the JCAD Replacement Fund is established to include the pro-rata portion of the budgeted amount retroactive to January 1, 1990. For each month thereafter, a pro-rata transfer of the budgeted monies will be made.

08.03 Purchasing Procedures

The Replacement Fund will be used to replace inoperable or obsolete equipment. The District will be required to adhere to the Purchasing guidelines as established by Section 6.11 of the Property Tax Code and Section 4-02.00 of the Board Policy Manual for any purchases made from this fund.

All transactions that occur in the Replacement Fund must be approved by the Board of Directors prior to any expenditures. If the Chief Appraiser deems a situation an emergency, he may make a purchase with said funds and must justify the expenditure at the next scheduled meeting of the Board.

Revised 7/20/90
Resolution #90-10
Revised 11/7/90
Resolution #90-20
Revised 5/24/95
Resolution #95-12

4-10.00 Miscellaneous

10.01 Financial Statements

Monthly financial statements shall be presented to the Board for their approval. The financial statements shall provide details on the expenditures in the legal, Board of Director expense, and Appraisal Review Board funds.

10.02 Inventory

An inventory of all fixed assets shall be maintained by the Appraisal District.

10.03 Petty Cash

The District shall maintain a petty cash fund with a balance of \$100.00. The maximum reimbursement from this fund shall be \$25.00 per transaction. A requisition and/or the original receipt for expenditures made from this fund is required for reimbursement and shall be kept on file.

Added 4/8/98
Resolution #98-8

10.04 Cash Fund

In accordance with the Open Records Act, Chapter 552 of the Texas Government Code, the District must provide copies of documents, blueprints, computer information, etc. that is deemed public information to the public upon request as outlined in Section 8-02.00 of this manual.

The District shall maintain a cash fund for the collection of monies received as charges for public information with a balance of \$20.00. Deposits from this fund shall be made on a weekly basis or whenever the balance of this fund exceeds \$1,500, whichever occurs first.

Added 4/8/98
Resolution #98-8

10.05 Disposition of Property

When the Board of Directors authorizes the disposal of property, the property shall be disposed of by the Chief Appraiser using any of the following methods:

1. Donate the item to a taxing entity
2. Donate the item to a non-profit organization
3. Send the item to an auction sponsored by a taxing entity
4. Discard the item

Added 8/29/07
Resolution #07-10