BOARD OF DIRECTORS POLICY

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TABLE OF CONTENTS

Williamson Central Appraisal District	3
Officers of the Board	3
Ethics Policy	3
Standards of Conduct	4
Conflict of Interest	5
Compliance	5
Policy Statement on Periodical Reappraisals	6
Board of Director Training Requirements	6
Access to the Disabled	6
Board of Directors	
Eligibility	7
Term of Office	7
Selection	7
Vacancies on the Board	7
Recall	8
Compensation and Reimbursement	8
Meetings	8
Citizen Communications	8
Disposal of Documents / Record Retention	9
Litigation Arising from Performance of Official Duties	9
Authority and Functions	10
District Administration	16
Duties and Responsibilities	
Appraisal Review Board	
Selection	17
Eligibility	17
Terms	17
Compensation	17
Duties and Responsibilities	18
Taxpayer Assistance Policy	19
Policy Resolution	20

The policies and procedures of the Board may be amended to accommodate the needs of the Board, changes in state laws or changes in property tax code.

WILLIAMSON CENTRAL APPRAISAL DISTRICT

The Williamson Central Appraisal District is a political subdivision of the State of Texas created pursuant to Subchapter A of the Property Tax Code. The appraisal district's primary responsibility is to develop an annual appraisal roll for use by the taxing entities.

The appraisal district's boundaries are the same as the Williamson County boundaries.

The costs of appraisal district operations are shared by the various taxing entities participating in the district. Each entity's allocation is based on its tax levy relative to the total tax levy of all the participating taxing entities. 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. For good cause shown, the Board of Directors may waive the penalty and interest on a delinquent payment.

A majority of the taxing entities entitled to vote in the selection of the Board of Directors have the authority to veto the appraisal district's budget and any other action of the Board of Directors.

OFFICERS OF THE BOARD

The officers of the Board shall consist of a Chairman, Vice Chairman and Secretary who shall be selected by majority vote at the regular January meeting of each year. In the event of a vacancy of office, the office is filled at the first regular meeting following the vacancy.

The duties of the Chairman shall include:

- Presiding at Board meetings
- Appointing committee members unless otherwise instructed by the Board
- Signing all legal instruments requiring Board signature
- Performing legal duties as required by state statute
- Any other functions as designated by the Board of Directors

The Chairman shall vote on any matter coming before the Board of Directors except as prohibited by statute.

The duties of the Vice Chairman shall include:

- Presiding at Board meetings in the absence of the Chairman
- In the absence of the Chairman, signing of all legal instruments requiring Board signature
- Any other functions as designated by the Board of Directors

The duties of the Secretary shall include:

- Presiding at Board meetings in the absence of both the Chairman and the Vice Chairman
- Meeting statutory notice requirements, i.e., delivering written notice to the presiding officer of the governing body of each taxing entity participating in the district of the date, time and place for the public hearing to consider the district budget and the reappraisal plan (biennially).

ETHICS POLICY

It is the policy of the Williamson Central Appraisal District that the officers and employees of the district shall be independent, impartial, and responsible to the property owners of the Williamson Central Appraisal District; that public office or employment not be used for personal gain; and that state laws applicable to the conduct of public officials are observed. Policies and procedures of the appraisal district are adopted in affirmation of these goals.

STANDARDS OF CONDUCT

A member* of the Board of Directors or Appraisal Review Board or an employee of the district shall not in his official capacity transact any business with any person, business entity or property in which he has a substantial interest.

Interest in Certain Contracts Prohibited (Section 6.036. of the Property Tax Code)

Subsection (a) states; An individual is not eligible to be appointed to or to serve on the Board of Directors of an appraisal district if the individual or a business entity in which the individual has a substantial interest is a party to a contract with:

(1) the appraisal district; or

(2) a taxing unit that participates in the appraisal district, if the contract relates to the performance of an activity governed by this title

(b) An appraisal district may not enter into a contract with a member of the Board of Directors of the appraisal district or with a business entity in which a member of the board has a substantial interest.

(c) A taxing unit may not enter into a contract relating to the performance of an activity governed by this title with a member of the Board of Directors of an appraisal district in which the taxing unit participates or with a business entity in which a member of the board has a substantial interest.

(d) For purposes of this section, an individual has a substantial interest in a business entity if:

(1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or

(2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity

(e) In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

(f) This section does not limit the application of any other law, including the common law relating to conflicts of interest, to an appraisal district director.

Section 176.003 of the Local Government Code states; (a) a local government officer shall file a conflicts disclosure statement if:

(1) the person enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the person; and

(2) the person:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that a contract has been executed or the local governmental entity is considering entering into a contract with the person.

A member or employee shall not accept or solicit any gift or favor that might reasonably tend to influence that individual in the discharge of his official duties or that the member or employee knows, or should know, has been offered with the intent to influence or reward official conduct.

A member or employee shall not use his official position with Williamson Central Appraisal District to secure a special privilege, consideration, or exemption for him/herself or others, or to secure confidential information for any purpose other than official responsibilities.

A member shall not communicate with the Chief Appraiser on any matter relating to property appraisal except in an open meeting or in a closed meeting regarding pending litigation. This does not apply to routine communication between the Chief Appraiser and the County Assessor-Collector that relates to the administration of an appraisal roll, including a communication made in connection with the certification, correction or collection of an account. (Section 6.15 (c) of the Texas Property Tax Code)

A member or employee shall not use district facilities, personnel, equipment, or supplies for private purposes, except to the extent such are lawfully available to the public.

A member or employee may not participate in a vote or decision on a matter affecting a person, business entity, or property in which the member or employee has a substantial interest.

A member or employee shall proceed to the Appraisal Review Board for any properties under protest that they own or represent.

A member or employee shall not use information received in connection with his official position for his own purposes or those acting on his behalf or gain unless such information can be known by ordinary means to any ordinary citizen.

Members may attend social occasions, workshops, ceremonial events and press conferences without violating the Open Meetings Act law, provided formal action is not taken and any discussion of public business is incidental.

CONFLICT OF INTEREST

A member or employee shall not engage in any activity or employment outside of the appraisal office if such engagement adversely affects his impartiality in the execution of his official duties or adversely affects the performance of his official duties.

A member or employee shall not serve as a tax agent or appraiser for any party; by serving that party for any form of compensation or any benefit through the collection of data, appraisal of property, presentations, argument, appearances or other exercise of influence in the property tax system, unless such service does not involve properties in the purview of the appraisal district.

Disclosure of conflicts of interest should be made within seven days of becoming aware of the conflict. A conflict statement must be filed.

COMPLIANCE

A member of the Board of Directors who violates any requirement of this policy shall be subject to review and action by the appointing authority. A taxing unit may ask for the recall of any Director the unit voted for in the appointment process.

A member of the Appraisal Review Board who violates any ARB policies shall be subject to review and action by the Board of Directors. (Section 6.41 (f) of the Property Tax Code)

An employee who violates any requirement of this policy shall be subject to review and action by the Chief Appraiser.

* In this section, "member" refers to a member of the Williamson Central Appraisal District Board of Directors or Appraisal Review Board.

POLICY STATEMENT ON PERIODICAL REAPPRAISALS

It is the policy of Williamson Central Appraisal District to reappraise all real property in the district every year. The Chief Appraiser is to establish a comprehensive program for the conduct of all appraisal activities that will meet the requirements of this policy. The Chief Appraiser will keep the Board informed on the progress of appraisal activities.

The Board of Directors shall approve biennially (in even numbered years), by September 15th a written plan for the periodic reappraisal of all property within the boundaries of the appraisal district. A meeting notice shall be posted and a public hearing held with notice to the taxing units.

BOARD OF DIRECTOR TRAINING REQUIREMENTS

All members of the Board of Directors shall complete an open meetings and public information training course of not less than one hour.

ACCESS TO THE DISABLED

In accordance with the Elimination of Architectural Barriers Act of Texas, the appraisal district building is architecturally designed to allow access by physically handicapped citizens. Citizens in need of assistance in accessing meetings of the Board of Directors or Appraisal Review Board are encouraged to contact our office or the Taxpayer Liaison Officer in advance of their presentation so that they may be assisted.

BOARD OF DIRECTORS

The Williamson Central Appraisal District is governed by a Board of five Directors.

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 immediately preceding the date of appointment.

Section 6.035 of the Property Tax Code states an individual is ineligible to serve on an appraisal district Board of Directors if the individual owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

(a) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement; or
(b) a suit to collect the delinquent taxes is deferred or abated

An employee of a taxing entity participating in the appraisal district is not eligible to serve unless the individual is also a member of the governing body or an elected official of a taxing entity participating in the district.

Section 6.035 of the Property Tax Code, effective September 1, 1989, bars a Board member from serving if the member is related to a person who operates for compensation as a tax agent or a property tax appraiser in the appraisal district.

Section 6.036 of the Property Tax Code, effective September 1, 1989, bars a person from serving on the Board if they contract with the appraisal district, or if they contract on a tax related matter with a taxing entity served by the appraisal district, or if they have a substantial interest in a business that contracts with the appraisal district or a taxing entity served by the appraisal district.

Persons who appraise property for compensation for use in property tax proceedings or tax agents who represent owners for compensation are ineligible to serve on the appraisal district Board until the expiration of five (5) years after such activity.

Term of Office

Members of the Board of Directors will serve two-year terms beginning in January of even numbered years.

Selection

Section 6.03 of the Property Tax Code establishes the selection process for Appraisal District Directors. Members of the Board are selected by certain taxing entities participating in the district. An option of the Property Tax Code allows three-fourths of the voting entities to increase the number of Directors. The taxing units of Williamson County have adopted a five member Board of Directors.

Vacancies on the Board

Section 6.03 of the Property Tax Code provides that in the event of a vacancy on the Board of Directors, the Board will notify the governing body of the taxing entity or entities, who may, in turn, nominate a candidate. The Board of Directors shall elect, by majority vote of its members, one of the nominees to fill the vacancy and notify the taxing units of its selection.

Recall

Section 6.033 of the Property Tax Code (Recall of Director) provides that the governing body of a taxing entity that participated in the appointment of an individual to the Board may initiate the procedure for recall of its representative.

Compensation and Reimbursement

Members of the Board may not receive compensation for service on the Board, but are entitled to reimbursement for reasonable and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the Board. Board members who incur expenses doing appraisal district business must complete an expense report. Any qualifying mileage incurred during appraisal district business other then regularly scheduled Board meetings will be reimbursed by the Williamson Central Appraisal District at the current IRS mileage rate.

Meetings

All meetings of the Board shall be held in the Boardroom of the Williamson Central Appraisal District located at 625 F.M. 1460, Georgetown, Texas, unless a different location is designated by Board action and in the notice of meeting. Meetings shall start promptly at the appointed hour or as soon thereafter as a quorum is present.

Notices of meetings shall be posted as required by law. No business shall be transacted at the meeting except that for which the meeting is called.

If Board members wish to include items for discussion at a Board meeting, they should use the following procedure:

> Contact, by email, the Board Chairman, the Chief Appraiser and the Administrative Assistant. This contact needs to be made 24 hours prior to the 72-hour required notice of meeting posting to request that an item be placed on the Board agenda.

A majority of the members of the Board shall constitute a quorum for the transaction of official business.

An information packet outlining the agenda and providing support documents shall be prepared by the Chief Appraiser or a designated employee and shall be mailed or delivered to the members prior to each regular Board meeting. The packet shall include the minutes of the previous meeting.

The minutes of the preceding meeting shall be approved by the Board.

The official minutes of all meetings shall be held by the Chief Appraiser.

Citizen Communications

The agenda for the order of business for all regular meetings shall include an agenda item to allow for communications from citizens on any issue within the authority of the Board. An individual speaking during the public comment portion of the meeting shall be limited to three (3) minutes. The Chairman may waive the limit at his/her discretion.

Citizens who do not speak English or are hearing impaired are encouraged to contact our office or the Taxpayer Liaison Officer in advance of their presentation so that arrangements can be made to provide a professional interpreter. The Administration Department shall respond to all requests for a professional interpreter if time permits. When time does not permit the scheduling and attendance of an interpreter, the Administration Department will make every effort to fully assist the citizen to properly convey his communication to the Board.

Disposal of Documents / Record Retention

1. Chief Appraiser Performance Evaluation
    a. Performance Evaluation
        i. Prepared composite performance evaluation for the Chief Appraiser shall be retained until superseded, plus two years, in accordance with the District's Record Control Schedules.
    b. Board Members' Personal Notes
        i. All Board members' personal notes and group discussion composite notes used to prepare the Chief Appraiser's annual performance evaluation will be shredded upon approval of composite performance evaluation and upon approval of the District's Local Record Retention Schedule amendment by the Texas State Library and Archives Commission.
            1. The Chief Appraiser's assistant or his designated representative will provide for the collection of Board members' personal notes and group discussion composite notes immediately following completion of composite annual performance evaluation, and shall shred them immediately upon approval and acceptance of the District's Local Record Retention Schedule amendment by the Texas State Library and Archives Commission.
2. Board Members' Personal Notes Regarding Appraisal District Business
    a. Notes created by Board members prior to, or during meetings for personal use will be collected at the next Board meeting following formal approval of the Board meeting minutes. The Chief appraiser's assistant or his designated representative will provide for the shredding of the Board members' personal notes immediately following their collection or as soon as practicable.

Litigation Arising from Performance of Official Duties

This provision is applicable to the following personnel associated with the Williamson Central Appraisal District:

Members of the Appraisal District Board of Directors
Members of the Appraisal Review Board
The Chief Appraiser
The Taxpayer Liaison Officer
All employees of the District, including temporary or part-time employees

Should any of the above personnel involuntarily become a Defendant in any civil or criminal litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Williamson Central Appraisal District to assume liability for, and to pay each affected person's attorneys' fees incurred in defending said litigation, but only to the extent the accused person or conduct is not covered by insurance. These attorneys' fees shall be determined and paid pursuant to the District's policy for paying attorneys' fees generally.

It shall further be the policy of the District that immediately upon being notified that litigation has been instigated against a District representative, the Chief Appraiser shall inform all insurance carriers of the situation and determine as soon as possible:

1. whether coverage exists;
2. whether the coverage includes both potential damages and attorneys' fees;
3. whether a deductible amount must be incurred before coverage will lie, and if so, how much; and
4. the limits of coverage.

If it is determined that insurance coverage does not exist in full or in part, or is denied entirely, the selection of the attorney who will defend affected personnel shall be left wholly to the discretion of the Appraisal District Board of Directors.

In addition, should any judgment for money damages be finally rendered against any of the above personnel as a result of said litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Williamson Central Appraisal District to assume liability for, and to pay all judgment amounts rendered against the affected person(s) which are not covered by insurance.

Authority and Functions

The Board of Directors shall establish general policies in keeping with the requirements of state law. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instructions of the Board.

The statutory responsibilities of the Board of Directors include:

1. **The establishment of an appraisal office** (*Section 6.05 of the Property Tax Code*)

   The administrative offices of the district shall be located at 625 F.M. 1460, Georgetown, Texas.

2. **The appointment of the Chief Appraiser** (*Section 6.05 of the Property Tax Code*)

   The Board shall appoint a Chief Appraiser. The Board shall take appropriate action to solicit a number of qualified applicants (see attached job description for qualifications) in the event the position of Chief Appraiser becomes vacant. Applicant solicitations are to be posted in appropriate media outlets, newspapers, trade journals, etc. Such applicant solicitations shall include entry requirements as stated in the Chief Appraiser job description. Applicant references shall be requested and contacted.

   The Chief Appraiser is an officer of the District for purposes of the nepotism laws. The District may not employ or contract with the Chief Appraiser's spouse, parent or stepparent, child or stepchild, or the spouse of any of these.

   Non-statutory requirement:
   The Board shall evaluate the Chief Appraiser annually; including goal setting, with a Board evaluation instrument. Comparable salaries are to be considered.

3. **Approval of the budget** (*Section 6.06 of the Property Tax Code*)

   The Board shall consider and adopt an annual budget by September 15th of each year. The budget may not be adopted until written notice is given to the taxing entities and the Board has conducted a public hearing on the proposed budget.

   The Chief Appraiser shall prepare the proposed budget and schedule a public workshop session for the Board of Directors and any other eligible and interested parties to present the preliminary budget before June 15th.

   The budget shall include the following:
   - each proposed employee position with salary range and benefits
   - each proposed capital expenditure
   - an estimate of the budget to be allocated to each taxing unit
   - a list of obligated reserve funds, and
   - other items necessary for CAD operations including contract payments for services, funds for ARB operations, reimbursement for Board of Director expenses, employee education expenses, legal fees and expenses incurred by the appraisal district and the ARB

   This proposed budget will be sent to all taxing entities for their review. If a majority of the voting taxing units veto the proposed budget, a new budget must be adopted within 30 days. Based on changes to the proposed budget as approved by the Board of Directors, the Chief Appraiser shall prepare the budget and present it for final Board approval as required by statute.

The Board shall amend the budget if necessary, but must deliver a written copy of the proposed amendment to the taxing entities not later than the 30th day before the date the Board acts on it.

When there are unobligated funds left at the end of the CAD budget year, the Board may vote to move the funds into reserves for a replacement account, disaster account or other account. These funds are considered obligated to be spent and are not required to be refunded or credited back to the taxing units. An expenditure a CAD has committed during the fiscal year to meet or secure an obligation is an expenditure that is obligated to be spent under subsection 6.06(j) of the Tax Code.

The Chief Appraiser may make budget line item transfers as long as these items are located within the same expense category. The district's main expense categories include:

- Personnel
- Materials & Supplies
- Services
- Debt Service
- Capital Outlay

Expenses made between the main categories require Board of Director approval.

If expenses will increase the liability to the entities, Board of Director and then entity approval is required.

(See addendum for Budget Policy)

4. **Annual financial audit** (*Section 6.063 of the Property Tax Code*)

The Board shall authorize the District to issue a request for proposal from financial auditors as needed or at a minimum of every five years for an annual audit by an independent certified public accountant. A copy of the audit report shall be delivered to the presiding officers of all taxing entities participating in the district.

5. **Designation of depository** (*Section 6.09 of the Property Tax Code*)

The Board shall solicit bids for the district depository at least once every two years and shall designate the financial institution(s) that offer the most favorable terms and conditions for the handling of district funds. The Board and the depository may agree to extend a depository contract for one additional two (2)-year period. Funds must be secured in the manner provided by law.

Funds to be invested in:

a. Fully collateralized Certificates of Deposit as defined within the Bank Depository Contract,
b. Fully insured Certificates of Deposit,
c. Obligations of the United States Government, its agencies and instrumentality's and,
d. Direct obligations of the State of Texas or its agencies.
e. Insured certificates of deposit are to be insured by the FDIC or appropriate private insurance coverage as specified on certificates in excess of $100,000.

All such investments without regard to type, shall be consistent with State and Federal Laws pertaining to the investment of public funds.

6. **Selection of ARB Executive Members** (*Section 6.42(a) of the Property Tax Code*)

The District shall seek ARB applicants by publishing a notice in a newspaper having general circulation in the County for which the appraisal district is established.

The Appraisal Review Board (ARB) will consist of members who will serve two (2) year staggered terms and are appointed by the local administrative judge. All members serve "at-large". The Appraisal Review Board conducts meetings and hearings in the Williamson Central Appraisal District board/hearing rooms.

The Board, by resolution must select a Chairman and Secretary from among the ARB members. The Board is encouraged to select an ARB Chairman who has a background in law and property appraisal.

Current ARB members will be evaluated before reappointment on performance, adhering to attendance and other legal requirements. A member of the ARB may be removed from the ARB by majority vote of the Board of Directors or by the district court judge or judge's designee. Grounds for removal include a violation of:

1) Section 6.412; Restrictions on Eligibility of ARB Members;
2) Section 6.413; Interest in Certain Contracts Prohibited;
3) Section 41.66(f); Communication outside of hearing or proceedings;
4) Section 41.69; Conflict of Interest in property owner protest; or
5) Good cause relating to the attendance of members at called meetings of the ARB as established by written policy adopted by a majority of the Board of Directors or for clear and convincing evidence of repeated bias or misconduct.

ARB Members may be reappointed after sitting out one year. An ARB member who has served three consecutive terms may not be reappointed on the next January 1 following the third consecutive term. Furthermore, a person is ineligible to serve if the person appeared before the ARB for compensation (tax agents, lawyers, etc.) during the two-year period preceding the date the person is appointed.

Board members shall not communicate with a member of the ARB with the intent to influence a decision by the member. Board members shall not communicate with a member of the ARB regarding any ARB training course except during a hearing or other ARB proceeding.

All ARB members shall receive a copy of the Board Policy.

7. **Appraisal contracts** (*Section 25.01(b) of the Property Tax Code)*

Upon recommendation by the Chief Appraiser the Board of Directors shall review and approve contracts between the appraisal district and private appraisal firms to perform appraisal services for the district.

8. **Competitive Bidding/Contract Requirement** (*Section 6.11. of the Property Tax Code*)

The Williamson Central Appraisal District will follow Chapter 252 of the Local Government Code, which is referred to in Section 6.11 of the Property Tax Code.

> Section 6.11; Subsection (a) states; An appraisal district is subject to the same requirements and has the same purchasing and contracting authority as a municipality under Chapter 252, Local Government Code.

Section 6.11; Subsection (b) states; For purposes of this section, all the provisions of Chapter 252, Local Government Code, applicable to a municipality or to purchases and contracts by a municipality apply to an appraisal district and to purchases and contracts by an appraisal district to the extent they can be made applicable, and all references to the municipality in that chapter mean the appraisal district. For purposes of applying Section 252.061, Local Government Code, to an appraisal district, any resident of the appraisal district may seek an injunction under that section. Sections 252.062 and 252.063, Local Government Code, apply to an officer or employee of an appraisal district in the same manner those sections apply to a municipal officer or employee.

Section 252.021 of the Local Government Code states: (a) before a municipality may enter into a contract that requires an expenditure of more than $50,000 from one or more municipal funds, the municipality must:

(1) comply with the procedure prescribed by this subchapter and subchapter C for competitive sealed bidding or competitive sealed proposals;
(2) use the reverse auction procedure, as defined by Section 2155.062(d), Government Code for purchasing; or
(3) comply with a method described by Subchapter H or J, Chapter 271

The following shall be the policy of the District:

(1) The Board shall sign any contract for expenditure exceeding $10,000
(2) Any contract expenditure over $50,000 shall require an RFP (Request for Proposal). Note: if vendor is exclusive to the trade, an RFP is not necessary
(3) Any contract expenditure over $1,000, but under $50,000, shall require an RFQ (Request for Quote)
(4) Any contract expenditure, included in the budget, in the amount of $10,000 or less shall be signed by the Chief Appraiser or his designee (to which he's given written approval)
(5) A contract may be auto renewed for a maximum of five (5) years with annual review by the Chief Appraiser or his designee
(6) Electronic bids are acceptable

A list of contracts, with expirations, will be reviewed by the Board at least annually.

9. **Appointment of Taxpayer Liaison Officer** (*Section 6.052 of the Property Tax Code*)

The Board shall appoint a Taxpayer Liaison Officer (TLO), who serves at the pleasure of the Board. The Taxpayer Liaison Officer shall be a resident of the County for at least two years and can be an employee of the District as long as he or she does not perform appraisal functions. The Chief Appraiser or any other person who performs appraisal services for the district for compensation is not eligible to perform the duties of the TLO. The District shall seek TLO applicants by publishing a notice in the newspaper having general circulation in the County for which the appraisal district is established. The Board will strive to select an individual who has a background in customer service. The Taxpayer Liaison Officer's compensation is set by the Board and provided by the budget. The TLO administers certain public access functions required by the Tax Code and is responsible for reviewing and responding to complaints that do not involve matters that may be protested under Section 41.41 of the Tax Code. (Sec. 6.04 (d), (e) and (f) of the Property Tax Code)

In addition, the TLO is responsible for receiving and compiling a list of comments and suggestions filed by the Chief Appraiser, a property owner, or a property owner's agent concerning the matters listed in Section 5.103(b) or any other matter related to the fairness and efficiency of the ARB. The TLO shall forward to the Comptroller, comments and suggestions filed under this subsection in the form and manner prescribed by the Comptroller.

The TLO may provide information and materials designed to assist property owners in understanding the appraisal process, protest procedures and related matters. He or she may also attend ARB hearings.

The TLO reports to the Board on the status of all complaints filed with the Board at each of their meetings. The Board shall evaluate the TLO regularly. (Sec. 6.04 (g) of the Property Tax Code)

The TLO also provides clerical assistance to the local administrative district judge in the selection of ARB members and may not influence the process for selecting these members.

10. **Appointment of Agricultural Advisory Board** (*Section 6.12 of the Property Tax Code*)

The Chief Appraiser, with the advice and consent of the Board, appoints an Agricultural Advisory Board to advise the Chief Appraiser on the valuation and use of agricultural and timber land. Notice of these meetings shall be posted appropriately as indicated in Section 551.041 of the Government Code.

The Agricultural Advisory Board shall meet at the call of the Chief Appraiser at least once a year. The official minutes of all meetings shall be held at the appraisal district office. Members of the Agricultural Advisory Board serve for staggered terms of two years.

11. **Records management**

The Board of Directors shall cause policies and procedures to be developed for the administration of the Texas Local Government Records Act. The Board shall designate a public information officer to administer the records management program.

12. **Employee contact**

The Board of Directors shall refrain from contacting Williamson Central Appraisal District employees to discuss individual personnel issues. While the Board of Directors is the policy maker for the Williamson Central Appraisal District, the Chief Appraiser, not the Board of Directors, has final decision making authority under the District's Personnel Policies with respect to employee matters.

All Williamson Central Appraisal District employees shall refrain from contacting the Board of Directors to discuss individual personnel issues. Pursuant to the Williamson Central Appraisal District Personnel Policies, such communications should be addressed through the grievance procedure administered by the Chief Appraiser.

13. **Other statutory duties**

The Board shall perform other duties as specified by state statutes.

In addition to the specific statutory duties that are described above, the Board shall:

1. Require and evaluate reports by the Chief Appraiser concerning the operations and financial status of the appraisal district.

2. Require the development and adoption of district policies for the sound financial management of district funds. The Board of Directors shall adopt by official action an Investment Policy in accordance with Chapter 6 of the Texas Property Tax Code, Sections 2256.003 through 2256.006 et seg of the Government Code, Article 2529, Article 2544, Article 2546, Article 2546a, Article 2548a, Article 2549 and Article 2558 of Vernon's Ann. Civ. St. (See addendum for Investment Policy).

3. Assist in presenting to the public the needs and progress of the appraisal district.

4. Consider and act on policies for the appraisal district. Such policies may be initiated by the Chief Appraiser or by members of the Board.

5. Approve all contracts as required by law.

6. Review the Property Value Study or the Methods and Assistance Program (MAP) – (in appropriate years)

7. Review the Board Policy annually.

8. Perform other duties as required to govern the appraisal district as permitted by law.

DISTRICT ADMINISTRATION

The Chief Appraiser is the chief administrative officer of the appraisal district office. The Chief Appraiser is appointed by the Board of Directors. The Chief Appraiser is directly accountable to the Board for the effective discharge of all duties and responsibilities. All other personnel are employed by and accountable to the Chief Appraiser. The Chief Appraiser may delegate authority to subordinate employees.

Duties and Responsibilities

The Chief Appraiser coordinates and implements the goals and objectives established by Board policy, provisions of the Property Tax Code, and other applicable laws and rules.

The Chief Appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and the administration of the appraisal office. Additionally, the Chief Appraiser is assigned duties by the Board of Directors necessary for the conduct of Board duties and implementation of Board policy. The Chief Appraiser shall:

1. Establish a comprehensive program for the conduct of all appraisal activities and keep the Board informed on the progress of appraisal activities.

2. Develop and implement sound administrative procedures for the conduct of all district functions.

3. Develop and implement an effective financial management system and provide reports to the Board to allow evaluation of the district's fiscal affairs.

4. Develop and implement an effective internal budget development system and prepare a proposed budget by June 15 of each year.

5. Develop and implement biennially a reappraisal plan by September 15th of even numbered years.

6. Serve as the district's spokesperson in providing information to news media, taxing entities, and the general public on the operations of the appraisal district and provisions of the property tax laws.

7. Prepare the agenda for each Board meeting, attend all meetings, and provide staff recommendations for all appropriate Board actions.

8. Develop and implement a personnel management system for job assignments, personnel evaluations, staff hiring, periodic salary surveys and classification studies, and other personnel related matters.

9. Employ and compensate professional, clerical and other personnel as provided by the budget.

10. Appoint members of the Agricultural Advisory Board with the advice and consent of the Board of Directors.

11. Review adjustments or changes involving properties of employees of the district.

12. And any other item included in the Chief Appraiser job description.

APPRAISAL REVIEW BOARD

The Appraisal Review Board (ARB) is responsible for the local administrative review of appraisal records.

Selection

In counties with a population of 120,000 or more, the local administrative district judge appoints the Appraisal Review Board members. Although an appraisal district provides staff to the ARB for clerical assistance, the ARB maintains an independence from the Board and appraisal district staff including the Chief Appraiser.

Eligibility

To serve on the Appraisal Review Board an individual must be a resident of the appraisal district and must have resided in the district for at least two (2) years.

An individual is ineligible to serve on an Appraisal Review Board if the individual owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

(a) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement; or
(b) a suit to collect the delinquent taxes is deferred or abated

An Appraisal Review Board applicant is ineligible to serve on the ARB if that person appeared before the ARB for compensation during the two (2) year period preceding the appointment.

An Appraisal Review Board applicant may be disqualified from serving on the ARB if he or she has a relative employed by the Williamson Central Appraisal District or a relative who is a member of the Williamson Central Appraisal District Board of Directors.

Terms

Members shall serve two-year, staggered terms.

Compensation

Appraisal Review Board members shall receive a per diem based on the following years of service:

1st year
2nd year
3rd and 4th year
5th and 6th year

Only those members who had previous experience at the Williamson Central Appraisal District will receive prior experience credit. If an ARB member has been absent from the WCAD ARB for two years or less and returns; that member would receive credit for all years of previous service. Any member absent three years or more would return to the first-year member pay level.

Duties and Responsibilities

The Appraisal Review Board is responsible by statute for the hearing and determination of taxpayer protests and taxing entity challenges.

The Chief Appraiser shall delegate appraisal office staff to provide clerical assistance to the Appraisal Review Board.

The Appraisal Review Board may adopt rules of procedure.

The Appraisal Review Board is responsible for operating within its Policies and Operating Procedures. Notwithstanding, in the event the Board receives a written complaint against an Appraisal Review Board member, of the Williamson Central Appraisal Review Board, the Board of Directors will review the issue(s) raised and supporting documentation, giving it proper consideration, consistent with the Board of Director's legislative authority to act under Section 6.41(f) of the Texas Property Tax Code.

Correspondence should be addressed as follows and mailed to:

Chairman, Board of Directors
Williamson Central Appraisal District
625 FM 1460
Georgetown, TX 78626

TAXPAYER ASSISTANCE POLICY

The Board and appraisal district shall make available to the public and taxing entities information of public interest describing the functions of the Board and the Board's procedures by which complaints are filed and reviewed[1]. Such information may include:

- General information concerning the Board of Directors and its functions
- General information concerning the Appraisal Review Board and its functions
- General information concerning the Taxpayer Liaison Officer and his/her functions
- Procedures for public access to Board meetings, including procedures for the disabled and speakers who require the assistance of an interpreter
- Procedures for contacting the Taxpayer Liaison Officer
- Policies for resolving complaints
- Tax calendar

The written public notices of the Board's meetings shall contain in English and Spanish a brief description of the Board's policy concerning public access to the Board, and access by disabled or non-English and non-Spanish speaking persons; such as follows:

> The Board of Directors invites comments from the public about the policies and procedures of the Williamson Central Appraisal District and about other matters within the Board's jurisdiction. If you wish to address the Board, but do not speak English or Spanish and if you cannot bring your own interpreter, please notify the Taxpayer Liaison Officer (TLO) in writing at least seven (7) days prior to the meeting. Arrangements will be made for an interpreter. If you have some handicap or disability that may prevent you from speaking to the Board, please notify the TLO in writing at least seven (7) days prior to the meeting. If you are unable to notify the TLO within seven (7) days the district will attempt to make the appropriate accommodations.
>
> ---
>
> En cada una de sus reuniones ordinarias la Junta Directiva invita al publico a presentar sus comentarios sobre las politicas y los procedimientos del Distrito de Valoracion y de la Junta de Revision de Valoracion, asi como sobre los demas asuntos comprendidos dentro de la competencia de la Junta. Si desea dirigirse a la Junta y no habla ingles o espanol y le es imposible presentarse con su interprete personal, sirvase comunicarse por escrito con el oficial de los contribuyentes de impuestos del Distrito, por lo menos siete dias habiles antes de la reunion. Se haran arreglos o incapacidad que le impida hablar ante la Junta, sirvase comunicarse por escrito con el oficial de los contribuyentes del Distrito, por lo menos siete dias habiles antes de la reunion. El Distrito hara lo possible para ayudarle.

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[1] See Article I

The policies and procedures of the Board may be amended to accommodate the needs of the Board, changes in state laws or changes in property tax code.

STATE OF TEXAS

COUNTY OF WILLIAMSON

WILLIAMSON CENTRAL APPRAISAL DISTRICT

RESOLUTION 2015-03

WHEREAS, the Board of Directors of the Williamson Central Appraisal District previously approved the Board of Directors Policy of the Williamson Central Appraisal District on June 6, 2014, and

WHEREAS, the Chief Appraiser has prepared and submitted a proposed Board of Directors Policy for the operations of the Williamson Central Appraisal District Board of Directors, and

WHEREAS, all requested changes have been completed and approved; now

THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamson Central Appraisal District that the Board of Directors Policy be approved, as recommended, as the official Policy of the Williamson Central Appraisal District Board of Directors.

Adopted: **May 14, 2015**

Harry Gibbs
Chairman, Board of Directors
Williamson Central Appraisal District

Deborah M. Hunt
Vice Chairman, Board of Directors
Williamson Central Appraisal District

Williamson Central Appraisal District
Chief Appraiser
Job Description

Job Summary:

This is an exempt position that under the supervision of the Board of Directors is responsible for efficient and cost effective management of the administration of the District. Supervises Directors and/or Managers of the appraisal sections. Provides planning and coordination to provide a timely and accurate appraisal roll as determined by the State Comptroller's office, Property Tax Divisions most recent Property Value Study and/or most recent MAP Review.

Essential Duties and Responsibilities:

The duties required include, but are not limited to the following:

- Administers the provisions of the Texas Property Tax Code
- Serves as the District's chief administrative officer.
- Timely notifies property owners of property value changes and other communications.
- Prepares appraisal records and presents them to the Appraisal Review Board.
- Notifies jurisdiction of their value totals and annually certifies the value roll.
- Receives applications for tax exemptions and administers their approval or denial.
- Manages/oversees all district litigation.
- Directs formulation of annual District budget to not exceed authorized amount and making adjustments appropriately following all purchasing and bid policies.
- Provides justification for funds requested.
- Provides funds for continued professional development of key District personnel and in-house programs, funding and opportunities that allow for employee advancement.
- Serves as principal advisor to the District's Board of Directors and provides direct and open communication regarding all District matters.
- Performs liaison role with taxing units and civic organizations.
- Stays abreast of legislative matters which might affect the District.
- Advertises public hearings timely and in an informative manner.
- Ensures proper registration and education with Texas Department of Licensing and Regulation of all appraisal personnel.
- Represents the District with the news media.
- Communicates and addresses concerns with citizen groups and individual taxpayers.
- Maintains future vision and encourages development of new technology.
- Performs other duties as prescribed by the Board of Directors.

Entry Requirements:

Education and Experience:

- Bachelor's degree in public administration, business, finance or related field required. Master's degree preferred.
- Minimum 10 years management-level experience required.
- Texas Department of Licensing and Regulation's (TDLR) Registered Professional Appraiser (RPA) designation required within five (5) years.
- Must hold one of the following professional designations: Registered Professional Appraiser (RPA) from the TDLR, MAI from the Appraisal Institute, Assessment Administration Specialist (AAS) from IAAO, Certified Assessment Evaluator (CAE) from IAAO or Residential Evaluation Specialist (RES) from IAAO.
- Texas Association of Appraisal District's Chief Appraiser Institute is required or must be taken within one year of being hired.

Knowledge and Skills:

- Knowledge of Texas property tax laws, governmental budgeting/finance, personnel management, and media relations is essential.
- Valid driver's license, vehicle with current safety inspection sticker and minimum state-mandated liability insurance required.
- Must be able to effectively delegate to staff.
- Must have superior communication and listening skills with the ability to establish and maintain effective working relationships with employees, taxing entities and the public.
- Must be able to make decisions and carry them out effectively.
- At least one-half (1/2) of the continuing education credits required of a Chief Appraiser must cover understanding TDLR, the duties of the appraisal district, financing of the appraisal district, courtesy to the public, open meetings, open records, etc. and two (2) hours of ethics for Chief Appraisers.
- Often requires application of ingenuity, political sensitivity and innovation.

WCAD

Williamson Central Appraisal District

BUDGET POLICY

Budget Policy of the Board of Directors for the Williamson Central Appraisal District

To establish a budget policy that enables the Taxing Units and the Property Owners of Williamson County to monitor how well the Appraisal District is performing. It also will assist in day-to-day operations as well as long range planning for the preparation of financial situations and emergencies thus improving fiscal stability.

Important aspects of any budget policy are the procedures and policies used to control the budget. These procedures and policies should recognize the need for some budgetary flexibility and should clarify the Board of Directors (BOD) and managements responsibilities to the taxing units in administering the budget. The following statements are put forth to facilitate these budget procedures and policies.

Budget Procedures:

1) The District budget operates on a fiscal calendar year which begins January 1st and ends on December 31st.
2) Budget materials for annual budget preparation shall be distributed to Directors no later than March 1st of each year. The Directors proposed budgets must be returned no later than April 1st of each year.
3) The proposed budget estimates and request shall be prepared and distributed to the Chief Appraiser no later than April 30th of each year.
4) Budget workshops between the Chief Appraiser and the Board of Directors may be held during the months of May, June, July and/or August of each year.
5) The Board of Directors shall send copies of the proposed budget to each taxing unit participating in the district before June 15th of each year. The proposed budget must include the following (Section 6.06(a) of the Property Tax Code):
    a. A list showing each proposed position
    b. Proposed salary for each position
    c. All benefits proposed for the position
    d. Each proposed capital expenditure
    e. Estimate of the amount of the budget that will be allocated to each taxing unit
6) The Board of Directors will hold at least one public hearing to receive input on the proposed budget before September 15th of each year. (Section 6.06(b) of the Property Tax Code)
    a. Not later than the 10th day before the date of the hearing:
        i. The Secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place fixed for the hearing
        ii. The Chief Appraiser shall give notice in a newspaper having general circulation in the county for which the appraisal district is established (Section 6.062 of the Property Tax Code). The notice may not be smaller than one-quarter page of a

standard-size or tabloid-size newspaper and may not be published in the part of the paper in which legal notices and classified advertisements appear.

1. The notice must set out the time, date, and place of the public hearing and must set out a summary of the proposed budget setting out as separate items:
    a. The total amount of the proposed budget
    b. The amount of increase proposed from the budget adopted for the current year
    c. The number of employees compensated under the current budget and the number of employees to be compensated under the proposed budget
2. The notice must state that the appraisal district is supported solely by payments from the local taxing units served by the appraisal district.
3. The notice must also contain the following statement: "If approved by the appraisal district board of directors at the public hearing, this proposed budget will take effect automatically unless disapproved by the governing bodies of the county, school districts, cities, and towns served by the appraisal district. A copy of the proposed budget is available for public inspection in the office of each of those governing bodies." A summary is also available on WCAD website.

b. If the governing bodies of a majority of the taxing units entitled to vote on the appointment of the board of directors adopt a resolution disapproving a budget and the resolution is filed 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.

7) Monthly financial reports on the budget status and trends will be prepared by the Business Services Manager and presented to the Chief Appraiser.

8) The Board of Directors may amend the budget at any time (Section 6.06(c) of the Property Tax Code).
    a. Expenditures in excess of the total budget require budget amendments.
        i. The Secretary of the Board of Directors must deliver a written copy of the 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.
    b. Fund transfers that do not increase the total amount of the budget are not considered budget amendments.
        i. The Board of Directors approves transfer of unencumbered balances between accounts in amounts exceeding $15,000.
        ii. The Board of Directors has authorized the Chief Appraiser to transfer unencumbered balances between accounts in amounts of $15,000 or below.

9) If the total amount of the payments made or due to be made by the taxing units participating in the appraisal district exceeds the amount actually spent or obligated to be spent during the fiscal year for which payments were made, the Chief Appraiser shall refund to the taxing units

its proportionate share of the excess funds not later than the 150th day after the end of the fiscal year for which payments were made (Section 6.06(j) of the Property Tax Code).

10) The Board of Directors shall consider the establishment of Assigned/Obligated Reserve Funds from any unspent surplus funds as deemed necessary. These Funds will be set up at the direction of the Board and the Chief Appraiser and can only be disbursed by approval of the Board of Directors.

Budget Revenues:

1) The Appraisal District will draw its revenues from the taxing units, investment proceeds, and other income from comp sales, copies, electronic media and other services.
2) 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 (Section 6.06(d) of the Property Tax Code).
    a. 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 1st of the year in which the budget takes effect (Section 6.06(e) of the Property Tax Code).
    b. If the budget is amended, any change in the amount of unit's allocation is apportioned among the payments remaining (Section 6.06(e) of the Property Tax Code).
    c. Payments shall be made to a depository designated by the district board of directors (Section 6.06(f) of the Property Tax Code).
3) The Appraisal District will publicly bid its depository contract every two year (Section 6.09(c) of the Property Tax Code).
    a. Investment proceed schedules will be outlined in the depository contract by amount, rate and days.
4) The budget of the Appraisal District is formatted on a cash basis, with all current expenditures paid for by current revenue sources.
5) The Appraisal District will budget all known revenue sources in the budget and apply these funds to the allocated amount to be paid by the taxing units.

Budget Expenditures:

1) The Budget will attempt to identify district functions and activities performed by the Appraisal District.
2) The Appraisal District will maintain an unallocated Emergency Reserve Fund to provide as an emergency purchases in case of public calamity when the prompt purchase of goods and/or services is required to: provide for, preserve and protect the public health and safety; necessary because of unforeseen damage to public machinery, equipment, or other property; and to preserve and protect the Appraisal District property.
    a. Any purchases deemed emergency provisions and in excess of $10,000 will be brought to the Board of Directors for subsequent approval.
    b. Any emergency purchases under $10,000 the Chief Appraiser will approve.

3) At year-end, it is up to the discretion of the Board of Directors to refund to the taxing units any cash surplus or to carry the funds forward to off-set the next budget year or for assigned/obligated purchases or programs. In the event of a total budget deficit, a request for additional revenue will be taken to the Board of Director for action.
4) The Board of Directors will authorize the Chief Appraiser to disburse appraisal district funds by written check, draft , or order signed by the chairman and secretary of the board or, if authorized by resolution of the board (Section 6.06(f) of the Property Tax Code.)
5) The Board of Directors shall by resolution authorize the Chief Appraiser, Deputy Chief Appraiser, and/or the Directors to sign written checks.
6) The District will continue to integrate performance measurements and productivity standards with the budget process where appropriate.
7) Cost/benefit studies and salary studies will be conducted where appropriate and applicable, on expenditures, current jobs, and capital equipment.
8) At no time shall the number of permanent full time positions on the payroll exceed the total number of positions authorized by the Board of Directors. The Board shall approve increases in personnel staffing during the fiscal year.
9) Overtime compensation is authorized by the directors/managers and may only be expended for specific tasks as approved in the current budget and by the Chief Appraiser.
10) Position reclassifications, job grade changes, or departmental reorganizations will be prepared and reviewed every year by the Chief Appraiser and Deputy Chief Appraiser.
11) The Chief Appraiser may institute a freeze during the fiscal year on hiring, promotions, transfers and capital equipment purchases. Such actions will not be used arbitrarily and will be for exceptions in appropriate areas to comply with emergency needs.
12) Any purchases by the District in the amount of $50,000 or more will be subject to public bid or proposal, or purchased under the State Purchasing Program – TxSmartBuy.com (Chapter 252 of the Local Government Code)
13) Any transfer of funds between major budget categories shall be approved by the Board of Directors.

Budget Surplus Funds

It is the policy of the Board of Directors of the Williamson Central Appraisal District that if the total amount of payments made and/or due to be paid each year by the taxing units participating in a given fiscal year exceeds the amount actually spent or obligated to be spent during such fiscal year for which payments were made, such excess amount may be appropriated to the Assigned/Obligated Reserve Fund accounts within the Appraisal District Budget and thereby obligated to be spent on the District Assigned/Obligated Reserve Fund, as approved by the Board of Directors. Should an Assigned/Obligated Reserve Fund not be provided or the surplus funds otherwise obligated, said surplus funds shall be refunded to the entities in accordance with state law. As an account reaches its maximum, additional funds shall be reassigned as the Board considers necessary.

It is further the policy of the Board of Directors of the Williamson Central Appraisal District that the Assigned/Obligated Reserve Funds of the Appraisal District be submitted by the Chief Appraiser to the Board annually for review and approval.

WCAD

Williamson Central Appraisal District

INVESTMENT POLICY & PROCEDURES

Board of Directors Adopted: 02/18/1997 | kimberlyg

Table of Contents

1. AUTHORITY AND STRATEGY ---------- 4

2. APPLICABILITY ---------- 4

3. INVESTMENT OBJECTIVES AND PRIORITIES ---------- 4

A. General Statement ---------- 4

B. Objectives ---------- 4

1. Safety ---------- 4

2. Liquidity ---------- 5

C. Desired Diversification ---------- 5

D. Rate of Return on Investments ---------- 5

E. Maturity ---------- 5

4. INVESTMENT RESPONSIBILITY AND CONTROL ---------- 6

A. Delegation of Investment Authority ---------- 6

B. Quality and Capability of Investment Officer ---------- 6

C. Investment Advisory Committee ---------- 6

D. Prudence and Ethical Standards ---------- 7

E. Liability of Investment Officer ---------- 7

F. Accounting and Audit Control ---------- 7

5. INVESTMENT REPORTING ---------- 7

6. INVESTMENT INSTITUTIONS ---------- 8

A. Depository Bank ---------- 8

B. Broker/Dealers ---------- 8

C. Approval of Broker/Dealer ---------- 8

7. INVESTMENT INSTRUMENTS ---------- 8

A. Bank Investments ---------- 9

B. Direct Investments ---------- 9

8. INVESTMENT PROCEDURES ---------- 9

A. Confirmation of Trade ---------- 9

B. Delivery Versus Payment ---------- 9

C. Safekeeping Institution ---------- 9

9. COLLATERAL AND SAFEKEEPING ---------- 10

A. Collateral or Insurance ---------- 10

B. Safekeeping ---------- 10

C. Collateral Reporting ---------- 10

10. INVESTMENT POLICY REVIEW AND AMENDMENT ---------- 10

A. Review Procedures ---------- 10

B. Changes to the Investment Policy ---------- 11

WILLIAMSON CENTRAL APPRAISAL DISTRICT
INVESTMENT POLICY AND PROCEDURE
Amended: 04/16/2015

1. AUTHORITY AND STRATEGY

A. Pursuant to authority of TEXAS GOVERNMENT CODE ANN., Sec. 2256.001 *et seq*. (Vernon 1995), the Williamson Central Appraisal District is authorized to invest Appraisal District funds as provided therein.

B. All funds of Williamson Central Appraisal District that are invested, are invested by matching the maturity of investments with liabilities. Investments are made with the intention of holding to maturity, but with the ability to liquidate should funds be needed at any time. This strategy is achieved by utilizing Depository Banks Money Market Accounts, Certificates of Deposit, Investment Pools and short-term Treasury Bills, all with a stated final maturity of one year or less.

2. APPLICABILITY

This investment policy applies to all financial assets of all funds of Williamson Central Appraisal District at the present time and any funds to be created in the future and any other funds held in custody by the Appraisal District, unless it is in contravention of any depository contract between Williamson Central Appraisal District and any depository bank, and/or expressly prohibited by law.

3. INVESTMENT OBJECTIVES AND PRIORITIES

A. General Statement

This policy serves to satisfy the statutory requirements of the TEXAS GOVERNMENT CODE, ANN., Title 10, Section 2256.00, *et seq*., The Public Funds Investment Act, as amended by House Bill 2459 (Sept. 95), for all political subdivisions to define and adopt a formal investment policy.

B. Objectives

1. Safety

The Williamson Central Appraisal District is concerned about the return of its principal; therefore, safety of principal is primary

objective in any investment transaction. In no event shall an investment to include interest exceed the maximum amount insured by the Federal Deposit Insurance Corporation or U.S. Government unless collaterized with pledged securities.

2. Liquidity

The secondary objective of Williamson Central Appraisal District is to strive to maintain adequate liquidity, through scheduled maturity of investments, to cover the cash needs of the Appraisal District consistent with the objectives of this policy.

C. Desired Diversification

It will be the policy of Williamson Central Appraisal District to diversify its portfolio to eliminate the risk of loss resulting from over concentration of liquid assets with a specific maturity, a specific insurer or a specific class of investments. Investments of the Appraisal District shall always be selected that provide for stability of income and reasonable liquidity.

D. Rate of Return on Investments

It will be the objective of Williamson Central Appraisal District to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives and state and federal law governing investment of public funds.

E. Maturity

Portfolio maturities will be structured to achieve the highest return of interest consistent with liquidity requirements of the Appraisal District's cash needs. No investment shall have a legal stated maturity of more than twelve (12) months.

4. INVESTMENT RESPONSIBILITY AND CONTROL

A. Delegation of Investment Authority

In accordance with Sec. 2256.005(f) of the Public Funds Investment Act, Kimberly Gamboa is designated as the Investment Officer for the Appraisal District, and may invest Appraisal District funds that are not immediately required to pay obligations of the Williamson Central Appraisal District. The Investment Officer shall maintain procedures for the operation of the investment program consistent with this investment policy.

B. Quality and Capability of Investment Officer

It is the Appraisal District's policy to provide periodic training in investments for the Investment Officer through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the Appraisal District's Investment Officer in making investment decisions in compliance with Sec. 2256.008 of the Public Funds Investment Act.

C. Investment Advisory Committee

The Investment Advisory Committee reviews investment policies and procedures, investment strategies, and investment performance. Members of the Committee include: a Williamson Central Appraisal District Board Member appointed by the Chairperson of the Williamson Central Appraisal District Board of Directors, the Chief Appraiser, and the investment officer. The Chairperson of the advisory committee will be elected by the committee and meetings will be called at least once a year or as needed. The term of the Investment Advisory Committee will run concurrently with the then active term of the Williamson Central Appraisal District Board of Directors.

1. Since the advisory committee's role is to aid the investment officer to ensure that proper standard of care is used when investing public funds, members are suggested to obtain certified training in compliance with Sec 2256.008 of the Public Funds Investment Act through courses and seminars offered by professional organizations and associations.

D. Prudence and Ethical Standards

Williamson Central Appraisal District implements the "prudent person rule" when managing the portfolios within the applicable legal and policy constraints. The prudent person rule is restated as follows:

"Investments must be made with the judgment and care, under prevailing circumstances, which persons of prudence, direction and intelligence would exercise in the management of their own affairs for investment, not for speculation, considering the probable safety of their capital as well as the probable income to be derived."

E. Liability of Investment Officer

In accordance with Sec. 113.005, Texas Local Government Code, the Investment Officer is not responsible for any loss of the Williamson Central Appraisal District funds through the failure or negligence of a depository. This section does not release the Investment Officer from responsibility for a loss resulting from the official misconduct or negligence of the Investment Officer, including misappropriation of the funds, or from responsibility for funds until a depository is selected and the funds are deposited.

F. Accounting and Audit Control

The Investment Officer will establish liaison with the Williamson Central Appraisal District auditor in order to assist the auditor with their accounting and auditing controls. It is the policy of the Williamson Central Appraisal District, at a minimum, to have an annual audit of all Appraisal District funds by an independent auditing firm. The Investment Officer and the Appraisal District's investment procedures shall be subject to the annual and any special audits as required.

5. INVESTMENT REPORTING

In accordance with Texas Government Code, Title 10, Sec. 2256.023, the Investment Officer will report quarterly to the Board of Directors the portfolio statistics, listing the type and description of investment in detail, the date the purchase was made, the broker/dealer used for purchase, the amount of the investment, the yield to maturity, the stated maturity date, the previous and current market value, and a list of securities pledged to guarantee the investment(s).

6. INVESTMENT INSTITUTIONS

A. Depository Bank

Fully collateralized Time Deposits, Certificates of Deposit, Money Market accounts and Interest Bearing Checking accounts shall be placed at the Appraisal District Depository Bank under a depository contract executed by Williamson Central Appraisal District Board of Directors and in compliance with V.C.T.A. Texas Local Government Code, Chapter 117.

B. Broker/Dealers

The Williamson Central Appraisal District shall invest Appraisal District funds consistent with federal and state law and the current Bank Depository Contract. Purchases shall be made with U. S. Government Securities Dealers appearing on the Primary Government Securities Dealers list and the Capital Market Division of the Depository Bank. Dealers must comply with Section 6(c) of this Investment Policy to be selected.

C. Approval of Broker/Dealer

The Williamson Central Appraisal District reviews the applications of the broker/dealer/financial institutions for compliance with this policy and recommends institutions for approval. The broker/dealer/financial institution recommended for approval must demonstrate possession of the following criteria:

(1) Institutional investment experience,
(2) Good references from public fund investment officers,
(3) Adequate capitalization per the Capital Adequacy Guidelines for Government Securities Dealers,
(4) An understanding of this Investment Policy,
(5) Regulation by the Securities and Exchange Commission (SEC),
(6) Membership in good standing in the National Association of Securities Dealers, Inc.,
(7) And Valid Licensure from the State of Texas.
(8) Has its main office or a branch in the State of Texas.

7. INVESTMENT INSTRUMENTS

The Williamson Central Appraisal District Investment Officer shall use any or all of the following authorized investment instruments consistent with governing law and this policy:

A. Bank Investments:

(1) Fully collateralized Time Deposits,
(2) Fully collateralized Certificates of Deposits,
(3) Fully collateralized Money Market Accounts,
(4) Fully collateralized Interest-Bearing Checking Accounts.

B. Direct Investments:

(5) United States Treasury Securities,
(6) AAA-rated, constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act and approved by resolution of the Board.
(7) Excluded in the direct investments are derivative securities including, but not limited to, Collateralized Mortgage Obligations.

8. INVESTMENT PROCEDURES

A. Confirmation of Trade

A confirmation of trade will be provided by the broker/dealer to the Williamson Central Appraisal District Investment Officer for every purchase of an investment security. This trade ticket and confirmation will become a part of the file that is maintained on every investment security.

B. Delivery Versus Payment

It will be the policy of the Williamson Central Appraisal District that all Treasury, and Government Agency securities shall be purchased using the "delivery vs. payment" (DVP) method. By so doing, Williamson Central Appraisal District funds are not released until Williamson Central Appraisal District has received the securities purchased.

C. Safekeeping Institution

(1) All purchased securities shall be held in safekeeping by Williamson Central Appraisal District, or a Williamson Central Appraisal District account in a third party financial institution, or with a Federal Reserve Bank.
(2) All pledged securities by the Depository Bank shall be held in safekeeping by Williamson Central Appraisal District or a

Williamson Central Appraisal District account in a third party financial institution, or with a Federal Reserve Bank.

9. COLLATERAL AND SAFEKEEPING

A. Collateral or Insurance

The Williamson Central Appraisal District Investment Officer shall insure that all Appraisal District funds are fully collateralized or insured consistent with federal and state law and the current Depository Contract in one or more of the following manners:

(1) FDIC insurance coverage,
(2) United States Government Bonds, Notes, and Bills,
(3) Securities of federally-sponsored U.S. Agencies and instrumentalities of the United States Government,
(4) NO COLLATERALIZED MORTGAGE OBLIGATIONS ARE ACCEPTABLE.

B. Safekeeping

Securities pledged as collateral at 110% shall be deposited in trust with the Federal Reserve Bank or another disinterested third party bank under an appropriate legal contract. The amount of such securities pledge shall be determined by their market value.

C. Collateral Reporting

The Investment Officer shall report to the Williamson Central Appraisal District Board of Directors his or her evaluation of all collateral compared to all Appraisal District deposits on a quarterly basis. Collateral deficiencies should be identified and immediately corrected through additional collateral deposited or reductions in the volume of deposited funds.

10. INVESTMENT POLICY REVIEW AND AMENDMENT

A. Review Procedures

The Williamson Central Appraisal District shall review its investment policy and investment strategies not less than annually, to occur in January or as soon thereafter as practicable.

B. Changes to the Investment Policy

The Investment Officer and the Investment Advisory Committee must review the Williamson Central Appraisal District Policy not less than annually and may recommend changes, as needed, to the Board of Directors. The Williamson Central Appraisal District Investment Policy shall be adopted by resolution of the Williamson Central Appraisal District Board of Directors no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

Adopted by the Williamson County Appraisal District Board of Directors – 2/18/97

RESOLUTION OF THE BOARD OF DIRECTORS
OF WILLIAMSON CENTRAL APPRAISAL DISTRICT
RESOLUTION NO 2015-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WILLIAMSON CENTRAL APPRAISAL DISTRICT ADOPTING AN INVESTMENT POLICY AND PROCEDURES REQUIRED BY CHAPTER 6 OF THE TEXAS PROPERTY TAX CODE AND CHAPTER 2256 OF THE TEXAS GOVERNMENT CODE

WHEREAS, the Board of Directors of the Williamson Central Appraisal District previously approved the Investment Policy and Procedures of the Williamson Central Appraisal District on February 18, 1997; and

WHEREAS, there is a requirement pursuant to Section 2256.005(e) of the Texas Government Code that the Board of Directors of the Williamson Central Appraisal District review the Investment Policy and Procedures each year and make determination that it has reviewed the Investment Policy and Procedures and that the written instrument attached hereto shall record any changes made to the Investment Policy and Procedures; and

WHEREAS, the Board of Directors of the Williamson Central Appraisal District desires to revise the Investment Policy in order to reflect changes in the Public Funds Investment Act (PFIA), as well as incorporate needed administrative and procedural modifications which have occurred over time; NOW

THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamson Central Appraisal District that the previously adopted Investment Policy of February 14, 2013 is amended as attached hereto and that the attached Investment Policy is APPROVED and ADOPTED by the Williamson Central Appraisal District for all purposes and in accordance with the requirements of Chapter 6 of the Texas Property Tax Code, Chapter 2256 of the Texas Government Code, and all other applicable laws.

Adopted April 16, 2015

Harry Gibbs
Chairman, Board of Directors
Williamson Central Appraisal District

Cecilia M Crowley
Cecilia M. Crowley
Secretary, Board of Directors
Williamson Central Appraisal District

Williamson Central Appraisal District

General Policies & Procedures for Public Access

Board of Directors:

Harry Gibbs, Chairman
Deborah Hunt, Vice Chairman
Cecilia Crowley, Secretary
Rufus Honeycutt, Member
Charles Chadwell, Member

Alvin Lankford, Chief Appraiser
Charley Rouse, Taxpayer Liaison Officer

Dear Property Owners,

The Williamson Central Appraisal District Board of Directors wants you to be informed about the Appraisal District and your rights, remedies and responsibilities as a property owner.

The section following this letter contains information about the functions of, policies and procedures concerning access to the Board of Directors, assistance for non-English speaking and disabled persons, and the resolution process for complaints to the Board of Directors. The policies and procedures of the Board may be amended at anytime to accommodate the needs of the Board, changes in state laws or changes in the Texas Property Tax Code.

The appraisal district's Public Service Department can answer questions and serve your needs on most matters that do not require Board attention. In addition, our Public Information Center has research materials including computer terminals, software and maps.

Sincerely,

Harry Gibbs, Chairman,
Williamson Central Appraisal District,
Board of Directors

General Information

Appraisal District

The Williamson Central Appraisal District's primary function is appraising taxable property for the county, cities, school districts and a number of other special taxing units, including fire, water and hospital districts, that levy property taxes within the boundaries of the appraisal district. The district appraises more than 180,000 property parcels annually. The district also administers property tax exemptions and determines taxable situs of property. The chief executive of the district is the Chief Appraiser.

The governing body of the district is the appraisal district's Board of Directors. The appraisal district also has an Appraisal Review Board, which hears property owner protests regarding values and other related matters, and a Taxpayer Liaison Officer, who handles problems outside the jurisdiction of the Appraisal Review Board.

Property owners are encouraged to visit the appraisal district's website: www.wcad.org for additional information. Useful information can be found regarding all aspects of our office, including, but not limited to; access to your account and an informational webcast video series.

Board of Directors

The governing body of the district is its five-member Board of Directors, who are elected or appointed by the taxing units served by the district. The Board selects the Chief Appraiser and Taxpayer Liaison Officer, selects the Appraisal Review Board executive members, adopts the annual district budget, and ensures that the district follows policies and procedures, appropriate state laws and regulations. The Board does not appraise property, hear protests, or make decisions affecting appraisal records.

Chief Appraiser

The Chief Appraiser and his staff appraise property within the district. If you have a concern about appraisal of property, you should first discuss it with the district's staff. Complaints of this nature that cannot be resolved at staff level can be addressed by a written protest to the Appraisal Review Board.

Appraisal Review Board (ARB)

The Appraisal Review Board is a group of citizens appointed by the local administrative district judge that serve as the judicial part of the protest system. The ARB is a separate body from the Williamson Central Appraisal District and serves a different function. The ARB hears and resolves disputes over appraisal matters based on evidence provided by both the property owner and the appraisal district. The Appraisal Review Board's duties and a property owner's right to protest are more thoroughly explained in the pamphlet entitled, "Property Taxpayer Remedies" which is available at the district's Public Service counter.

Taxpayer Liaison Officer (TLO)

The Taxpayer Liaison Officer handles public access and informational matters. The liaison officer also resolves complaints that fall outside the jurisdiction of the Appraisal Review Board. At each regular meeting of the Board of Directors, the Taxpayer Liaison Officer reports on the number, nature and status of resolution on any complaints.

The Taxpayer Liaison Officer's duties include:

- **Administer the public access functions required by the Property Tax Code;**
- **Support efforts to assist property owners in understanding the appraisal process, protest procedures and related matters;**
- **Report to the Board of Directors at each meeting on the status of all complaints;**
- **Assist access to the Board by non-English speaking and disabled property owners;**
- **Prepare information describing Board functions and procedures involving how complaints are filed and resolved;**
- **Receives and compiles a list of comments and suggestions filed by the Chief Appraiser, property owners or a property owner's agent concerning matters listed in Section 5.103(b) or any other matter related to the fairness and efficiency of the Appraisal Review Board. These comments are then sent to the Comptroller.**
- **Perform other duties and responsibilities as assigned.**

Who May Address the Board

It is the policy of the Board to provide the public with a reasonable opportunity to address the Board at any regular meeting on any issue or matter within its jurisdiction. Generally, the Board's statutory duties and jurisdiction involve:

- **Adopting the district's annual budget;**
- **Contracting for necessary services and facilities;**
- **Selecting the Chief Appraiser and assigning responsibilities to the position;**
- **Adopting general policies regarding the operation of the district;**
- **Selecting Appraisal Review Board executive members for the district;**
- **Selecting the Taxpayer Liaison Officer and assigning responsibilities to the position.**

Speaking at a Board Meeting

Board meetings are generally conducted on a monthly basis, normally in the boardroom at the appraisal district office. At each regular meeting, the Chairman will ask if anyone has signed up to speak, or if anyone present wishes to address the Board. The Board allows three minutes for each person to speak, however, this time may be expanded at the discretion of the Board. The Board may refuse to hear any person who is attempting to speak on a subject unrelated to the Board's lawful jurisdiction. Additionally, the chairperson may limit repetitive comments by one or more speakers.

Policies for Reviewing and Responding to Complaints

The Board will consider written complaints about the policies and procedures of the appraisal district, the Appraisal Review Board, the Board of Directors, any specific member thereof, or any other matter within its lawful jurisdiction; however, it *cannot* consider any matter that might involve a challenge, protest, or correction before the Appraisal Review Board as set out in the Texas Property Tax Code. Additionally, *the Board has no authority to overrule the Chief Appraiser or an Appraisal Review Board's decision on a value, correction, or a protest*. Your complaint should specify the name of individual(s), Board or department involved, dates, nature of the complaint and your contact information.

Please mail or deliver written complaints and correspondence to:

Taxpayer Liaison Officer
Williamson Central Appraisal District
625 FM 1460
Georgetown, Texas 78626

At each regularly scheduled meeting, the Taxpayer Liaison Officer shall report to the Board on the nature of complaints and the status of resolution, if there are any.

Board deliberations concerning complaints will comply with provisions of the Texas Open Meetings Act, Chapter 551, Government Code.

Until final disposition of a complaint, the Board notifies the parties at least quarterly on the status of a complaint unless notice would jeopardize an investigation.

Interpreters

The Board will provide an interpreter at a Board meeting upon the request of a person who does not speak English or who must communicate by sign language. The request must be made to the Taxpayer Liaison Officer in writing at least seven days before the meeting, and it must also indicate that the person is unable to provide an interpreter. If notice is not given within seven days, the district will attempt to make the appropriate accommodations. The Williamson Central Appraisal District routinely develops all public information materials in English and Spanish.

Access by Disabled Persons

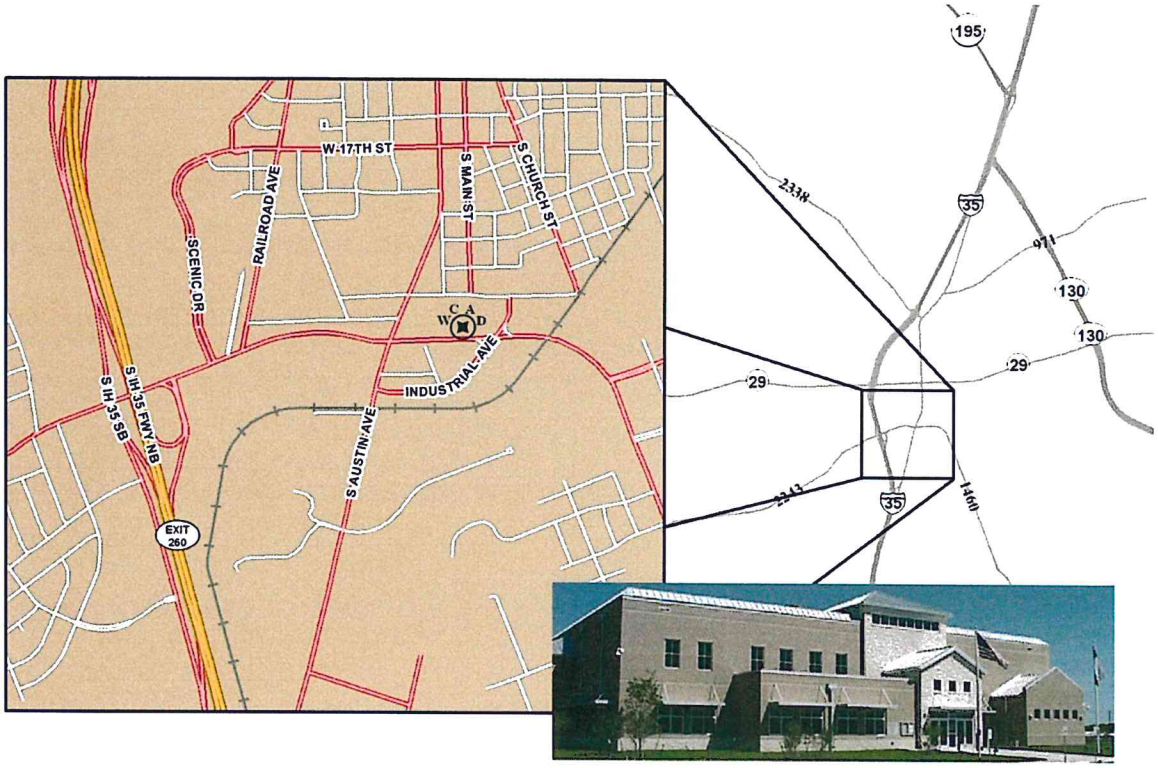
Disabled persons who wish to address the Board and need special assistance for entry, or access, must notify the Taxpayer Liaison Officer in writing at least seven days before the meeting. The appraisal district office has five van assessable parking spaces available to handicapped persons in its parking lot in front of the building. The main entrance doors have wheelchair assist buttons.

The Board meeting room is also wheelchair accessible. A person who needs additional assistance for entry or access should notify the Taxpayer Liaison Officer in writing at least seven days before the meeting. If notice is not given within seven days the district will attempt to make the appropriate accommodations.

Tax Calendar

January 1:	Statutory date for appraisal of all taxable property at 100% of market value.
	Statutory date of determining status for approval of regular residential homestead exemption (Property owner must own and occupy as primary residence on this date.)
April 15:	Last day for property owners to file renditions.
May 31:	Protest deadline for filing a written protest to the Appraisal Review Board is before June 1, or not later than the 30th day after a notice of appraisal has been properly mailed to the property owner at address of record, whichever is later.
October/ November	Tax bills are mailed to property owners by the appropriate tax assessor/collector office.
January 31:	Last day to pay previous tax year property taxes at the tax assessor/collectors office without penalty and interest added.

WILLIAMSON CENTRAL APPRAISAL DISTRICT
625 FM 1460
Georgetown, Texas 78626
512-930-3787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