



CENTRAL APPRAISAL DISTRICT



BOARD OF DIRECTORS EL PASO COUNTY APPOINTMENT

Submit Application & Background Investigation to the
El Paso County Human Resources Department at:

800 E. Overland

Room 223

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: humanresources@epcounty.com

Board Liaison:

El Paso Central Appraisal District

Paul Carvalho

Phone: (915) 780-2000

Email: admin@epcad.org



VERONICA ESCOBAR

El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Central Appraisal District Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso County Commissioners Court.

If you have any further questions please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Veronica Escobar", is written over the typed name.

Veronica Escobar
El Paso County Judge

500 E. San Antonio, Suite 301, El Paso, TX 79901

Phone: 915-546-2098 · Fax: 915-543-3888 · countyjudge@epcounty.com · www.epcounty.com

CENTRAL APPRAISAL DISTRICT BOARD

Board Overview

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

The El Paso Central Appraisal District is responsible for maintaining and appraising all business personal property and all real property in El Paso County at market value. The Appraisal District provides an annual appraisal roll for each of the 30 active taxing jurisdictions in El Paso County.

Goal

The El Paso Central Appraisal District Board of Directors upholds that all citizens have access to the resources of the Appraisal District. The Board's Public Information Policy was originally adopted on August 31, 1989 in accordance with Section 6.04 of the Texas Property Tax Code and revised October 14, 2010. Detailed information may be found at the Appraisal District office or its website: www.epcad.org.

Board of Directors

The Board of Directors is the governing body of the Appraisal District and is comprised of nine (9) members who represent the 30 taxing jurisdictions in the County. They are appointed by the governing bodies of the jurisdictions with voting entitlement: counties, school districts and incorporated towns and cities. The Board's primary responsibilities as the governing body of the Appraisal District are:

- Selection of the Chief Appraiser;
- Establishment of the appraisal office;
- Adoption of the operating budget for the District;
- Appointment of Appraisal Review Board members;
- Appointment of the Taxpayer Liaison Officer.

The Board of Directors does not assess property nor does it address value issues (Section 6.15 of the Texas Property Tax Code).

Appraisal Review Board

The Appraisal Review Board (ARB) is appointed by the Board of Directors but it is not controlled by the Appraisal District. The ARB is a quasi-judicial Board. The ARB is a separate body from the appraisal office and serves a different function. It hears and resolves disputes over appraisal matters. The ARB only has authority over matters submitted to it. In resolving taxpayer protests the ARB can make changes or set a value. Finally, the ARB is responsible for approving the appraisal rolls, prior to certification by the Chief Appraiser. All ARB hearings are subject to the Open Meetings Act.

Public Hearings & Access to the Board of Directors

The El Paso Central Appraisal District Board of Directors meets the second Thursday of each month at 5:30 p.m. in the Conference Room of the El Paso Central Appraisal District, 5801 Trowbridge Drive, El Paso TX 79925. Meetings of the Board are conducted by Robert's Rules of Order. All meetings are held in accordance with the Open Meetings Act. All meetings are recorded. Minutes for the meetings are a matter of public record and available at the Appraisal District office. Beginning with the September 17, 2009 Board of Directors' Meeting, minutes are available on the CAD website: www.epcad.org. Meetings are televised on Cable Channel 15.

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

Central Appraisal District Board Information

Website:

<http://www.epcad.org/>

Board of Directors Manual:

<http://www.window.state.tx.us/taxinfo/proptax/director12/>

Board of Directors Training:

<http://www.window.state.tx.us/taxinfo/proptax/video/BODtraining/player.html>

El Paso County Code of Ethics Training:

<http://epcounty.com/ethicscom/training.htm>

CENTRAL APPRAISAL DISTRICT BOARD

BYLAWS

ARTICLE I

MEETINGS OF THE BOARD OF DIRECTORS

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

1.2. Regular Meetings Regular meetings of the Board will be held upon notice once each month, on the 2nd Thursday of each month at 5:30 p.m., unless the 2nd Thursday falls on a holiday, in which case the Board will decide on a mutually convenient meeting time at the regular meeting held during the previous month. A regular meeting of the Board can be postponed or cancelled by the consensus of the Chairman of the Board and the Chief Appraiser. Any permanent change in the schedule can be made only by action of a majority of the Board; however, special meetings can be called as needed, by the Chairman of the Board. In addition, the Board shall meet on or before March 15 of each year to formally receive the Chief Appraiser's proposed budget. [6.06(a)]. (Amended 10-10-91 and 2-9-06.)

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

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

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

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

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

1.8. Budget Hearings Each year the Board shall prepare a budget in accordance with Section 6.06 of the Property Tax Code. The Board may meet before the dates prescribed by statute to estimate the amount of money required for the next fiscal year. The Board shall notify all taxing jurisdictions of the meetings in which informal budget estimates are to be prepared. Once the Board has completed its budget estimates, the Secretary shall notify all taxing jurisdictions participating in the District of the amount of payment due if the Board subsequently adopts the estimate as its official budget.

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

ARTICLE III

GENERAL PROVISIONS

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

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

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

ARTICLE IV

PUBLIC POLICY

4.1 Public Comment The EPCAD Board of Directors is dedicated to the concept and laws of open government, and continually strives toward this end.

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



COUNTY OF EL PASO

Application for Boards, Commissions, and Committees

Name: _____ Voting Precinct: _____

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

Home Address: _____
STREET CITY STATE ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Length of Residency in El Paso County: _____ (Years/Months)

Place of Employment: _____

Business Address: _____
STREET CITY STATE ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Do you have property in El Paso County under your name? _____ (Yes) _____ (No)

Are your property taxes currently paid? _____ (Yes) _____ (No) If not, please give a brief explanation:

Are you aware of any matter that could be considered a conflict that should be disclosed before you are considered for appointment?

If so, please describe the matter.

Signature: _____ Date: _____

Application should be submitted to:

El Paso County Human Resource Department
Attn: County Boards
800 E. Overland, Ste. 223
El Paso, Texas 79901
Ph. (915) 546-2218 Fax (915) 546-8126



**BACKGROUND INVESTIGATION
AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION**

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except _____.

I, _____, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of Applicant