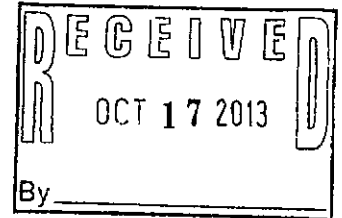




# DENTON CENTRAL APPRAISAL DISTRICT

3911 MORSE STREET, P O BOX 2816

DENTON, TEXAS 76202-2816



MEMO

TO: All Jurisdictions  
FROM: DCAD Board of Directors  
DATE: October 15, 2013  
SUBJECT: Candidates for **Appraisal Review Board**

The Board of Directors of the Denton Central Appraisal District is requesting candidates for possible appointment to the **Appraisal Review Board**.

We have enclosed the qualifications for appointment to the Appraisal Review Board. Please return your Candidate List by November 15, 2013. All candidates will be mailed an application.

During the last legislative session, HB 585 was passed, requiring the local administrative district judge to select the Appraisal Review Board. The District's taxpayer liaison officer is required to deliver submitted applications of candidates to the administrative district judge. The taxpayer liaison is prohibited from influencing the process for selecting Appraisal Review Board members.

If you have any questions, please call Kathy Williams at (940) 349-3974.

October 15, 2013

## APPRAISAL REVIEW BOARD

### Appraisal Review Board (ARB) Meetings

Beginning in January, the ARB will meet on the third Wednesday of each month (except in May, June, and July). Meetings are held at the offices of Denton CAD.

ARB reappraisal hearings will start on a **daily basis**, as needed, from **late May until the appraisal roll is approved usually in late July**. Meetings will normally be from 8:00 A.M. to 5:00 P.M. Currently the ARB meets one night a week in May, June and July.

### Qualifications

To serve on the ARB, you must have lived in Denton County for at least two years before taking office. You do not need any special qualifications. The Comptroller's office will provide a course for training ARB members. All ARB members must complete the course to participate in ARB hearings.

### Persons Ineligible

1. Those who have served all or part of three previous terms on the ARB.
2. Current or former members of the Board of Directors, officers, or employees of the appraisal district.
3. Those who serve or have served as a member of the governing body or officer of a taxing unit for which the appraisal district appraises property, until the 4<sup>th</sup> anniversary of the date the person ceased to be a member or officer. (Our attorney has interpreted an officer to be a member of a Planning and Zoning Board, a member of a Zoning Board of Adjustments, an election official or any other officer that has decision-making authority for any entity that the Appraisal District serves).
4. Those who have ever appeared before the ARB for compensation or if a relative appears, or their work product is used before the ARB for compensation.
5. Employees of the Comptroller's Office or a taxing unit.
6. Those who contract with the appraisal district or with a taxing unit that participates in the appraisal district. Also, if the person or a business entity in which the person has substantial interest contracts with the appraisal district or a taxing unit that participates in the appraisal district.
7. Those with delinquent property taxes.

### Appointment

The administrative district judge will appoint ARB members. Terms begin January 1, 2014. Members serve two-year staggered terms; approximately half of the member's terms expire each year.

### ARB Compensation

The ARB receives \$87.50 for a half day or \$175.00 for all day.

**Candidate for Appraisal Review Board**

Please return this form to DCAD no later than November 15, 2013. Your jurisdiction may nominate more than one candidate, the appointments will be submitted to the local administrative district judge. An application form will be mailed to each candidate to complete.

\_\_\_\_\_  
Name of Your Jurisdiction

Name and address of Candidate:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Evening Phone Number

Please return this form to:

Kathy Williams  
Denton Central Appraisal District  
P.O. Box 2816  
Denton, Texas 76202  
(940) 349-3974