



Nueces County Appraisal District
201 N. Chaparral, Ste. 206
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The Nueces County Appraisal District Board of Directors held a Workshop Meeting on Wednesday, February 11, 2015 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

WORKSHOP MEETING

1. Invocation

The invocation was led by Mr. Ken Combs.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Board of Directors

3. Roll Call of the Board of Directors

DIRECTORS:

Jerry Garcia, Chairman	<u>Present</u>	Ramiro Canales, Chief Appraiser	<u>Present</u>
Luis A. Elizondo, Vice-Chairman	<u>Absent</u>	Robert Cenci, Asst. Chief Appraiser	<u>Present</u>
Jose J. Guzman, Secretary	<u>Present</u>	Tom Wheat, General Counsel	<u>Present</u>
Robert Adler	<u>Present</u>		
John Valls	<u>Present</u>		
Kim Johnson	<u>Absent</u>		
Kevin Kieschnick	<u>Absent</u>		
Eugene Bouligny	<u>Present</u>		
Greg Smith	<u>Present</u>		

4. **Call to Order and Determination of a Quorum.** The meeting of the Nueces County Appraisal District Board of Directors will be called to order at 11:10 A.M. and let the record show that a quorum of the Board Members was present; that this meeting has been duly called; and that notice of this meeting had been posted in accordance with the Texas Open Meetings Act, TEX. GOV'T CODE § 551, (Vernon Supp. 2009) and that any conflict of interest affidavits had been received and placed on file as required by law.

5. VISITORS'/AUDIENCE COMMENTS AND QUESTIONS:

No visitors or comments from the audience.

6. DISCUSSION OF THE FEASIBILITY OF FULL DISCLOSURE TO TAX PAYERS AT THE TIME OF APPOINTMENT WITH APPRAISERS DURING ARB PROCESS.

The board members would like for the Appraisers and ARB to be informative and have the necessary items that are needed when a taxpayer comes in to talk to the Appraisers or during the ARB process.

7. DISCUSSION OF THE CONTINUING EDUCATION AND EVALUATION PROCESS OF THE CHIEF APPRAISER.

Ms. Sandra Garcia, Manager of Administration the administration office is responsible for the continuing education for the Chief Appraisers and Appraisers. Once a year along with the managers and coordinators decide what course each appraiser needs to take according with Texas Department of Licensing and Regulations (TDLR). The board members also would like a performance review of the Chief Appraiser, but would like a form that is specific to the job of the Chief Appraiser. The board agreed that the Chief Appraiser will be reviewed on a yearly bases. The process for the evaluation for the Chief Appraiser will start on the September board meeting all paper work will be given at that time. And on the November board meeting the Chief Appraiser will get results.

8. PRESENTATION/DISCUSSION BY DEPARTMENT MANAGERS/COORDINATORS.

Diana Vargas, Manager for Taxpayer Services the department consists of one record supervisor, four record clerks and four exemption clerks. The manager is designated as a records retention officer. The designation is required by the Texas Library and Archives Commission for the state of Texas. The duty of the officer is to insure that records are retain, protected and discarded properly according to retention schedules for appraisal district under state law. Record section of the department is responsible for creating and maintain records of the district. Deeds records the department is responsible for making property ownership changes for all property in Nueces County. Exemption staff responsible for administrating and keeping record on all exemption, regular homestead, over 65, disable person and disable veterans exemptions. Taxing Certificates are being created for the elderly that move and relocate to other areas. The department works closely with Mr. Kieschnick's office to provide accurate and current exemption information and data changes if necessary. The department was asked to participate in a pilot program in search of people claiming multiple homestead exemptions which is being very successful. Mrs. Vargas helps Mr. Cenci administer the most complex exemptions such as religious organizations charitable organizations, charter schools, low income housing projects and tax abatements.



Cathy Flanagan, coordinator for Appraisal Review Board (ARB) the department has two clerical staff and the duties and responsibilities are to receive and process the protest. Schedule protest for hearings and mail scheduling letters with remedies and procedures. They correspond with protesters and agents via fax, email, phone and mail. Send deterring order via certified mail regarding the final value and coordinate with all departments and ARB members regarding protests and scheduling. Call Center is supervised by ARB department during the ARB session.

Leticia Roberts, Manager for Residential Department, and Gary Robinson, Coordinator. Ms. Roberts reported that her department consists of 16 appraisers which include herself and coordinator, 8 RPA, 1 level three and 7 that achieved their level two. Mr. Robinson went over duties and responsibilities. Appraise all improvement per appraisal plan using market approach and class all properties with construction style age and condition data, perform field inspection which consists measuring, taking photos listing construction type and class to get valued. Work all city permits for new and existing improvements. Appraisals are signed in ISD each year so that it will work for all the categories which follows: A1's single family residents, A2's real property mobile homes, A4's condos and townhomes, B2-B4's multifamily such as duplex, triplex and E1's ranch and agricultural single family residents.

Don Causey, Commercial/Land Manager, Willie Carrington, Coordinator. The department consists of 8 field appraisers five commercial and three agricultural land. Out of 10 appraisers seven are RPA's, one administrative assistant, one agricultural specialist and three clerical staff. The appraisers are responsible to appraise all commercial and light industrial improvements. Agricultural specialist retains data from our local farmers and agricultural committee. Field inspections are done and are assigned by school districts. Appraising is done by tax codes and any specific projects. Projects for commercial appraisers apartments, motels, hotels, small apartments five to 10 units, retail shopping centers and mini storages.

Shirley Madej, Market Analysis Manager her department consists of one RPA, one level 2 and one level 1. The department analysis residential sales with state codes all E1, E2, A1 and A2 and residential land state code C1. Sales are collected and are verified from various sources. Once sources are gathered and recorded the department goes by IAAO standards which are listed according to the standards. The Manager is also responsible for six clerical support staff they input data into the system they create all the permits for all the departments and enter only the ones that are brought back after the appraiser is back from the field for residential, they enter all resurvey changes and pictures. Department is also TY Pickett support staff as the roll gets turned over to the Appraisal District they do all tax adjustments and changes to the tax roll when TY Pickett gives the roll.



Norma Paiz, Personal Property Manager, Robert King, Coordinator department has 7 business field Appraisers and five are RPA two are level 3, one senior clerk and four clerks. After certification the clerks start to gather all business property information to give to the Appraisers so they can go out and do field work. Appraisers start working on the smaller school districts Agua Dulce, Bishop, Banquette and others in search of new businesses and other business that is no longer in business, mobile homes that have been moved or moved in. In the businesses furniture and fixtures, office machines, computers, wall décor, inside and outside signs, office and tools equipment, vehicles, boats and air crafts. Finally the larger school districts are worked. Renditions are mailed out on January and are due in by April. When renditions are return there're checked to see if correct.

Doug Osteloh with TY Pickett appraise mineral reserves, utilities and crude pricing for the appraisal district.


Neil Lindeen, Manager of Information Systems, which encompasses IT and GIS. Gabriel and Jennifer are in charge of GIS department and their main objective is to maintain parcel lines throughout the county. Deeds pertain to track divides and subdivision are forwarded to GIS department. Software is intergraded with GIS such as PACS and Ariel Imagery. GIS data is stored in our local servers which maintain and partnership with the City of Corpus Christi, county data is sink on weekly bases with the city data. Cody, IT Assistant stated that their responsibility making sure that everybody else is successful in what needs to be done.

Sandra Garcia, Manager of Administration, stated that the department basically supports the managers and employees by handling benefits, process new hires, post job openings and finance.

9. ADJOURNMENT.

Mr. Smith made motion to adjourn and seconded by Mr. Adler.

SIGNED:


Jose J. Guzman, Secretary

