
Council Policy and Valuation Committee

DEPARTMENT: City Manager's Office
FROM: Harlan Jefferson, Deputy City Manager
MEETING: October 7, 2026

SUBJECT:

Receive a report, hold a discussion, and provide recommendations to the city council regarding the Central Appraisal District of Johnson County's proposed building acquisition and staffing needs necessary to provide essential services to local taxing entities and the community. (*Staff Contact: Harlan Jefferson, Deputy City Manager*)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers 1.4 Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning

SUMMARY:

The Board of Directors of the Central Appraisal District of Johnson County (JCAD) withdrew its request for approval from participating taxing units to purchase and renovate an existing commercial building located at 240 N. Burleson Blvd. in Burleson for use as JCAD's primary office facility. The proposed facility consisted of approximately 24,939 square feet situated on two acres, with 62 existing parking spaces and an additional 1.3-acre tract that could accommodate additional parking or future expansion. JCAD had negotiated a purchase price of \$6.5 million for the property.

According to JCAD, the proposed acquisition was intended to address limitations of its existing facility in Cleburne and provide sufficient space for its operations for the next 20 to 30 years.

JCAD reports that its current facility has fallen into significant disrepair and lacks sufficient space for existing operations and future expansion. An organizational audit conducted by an independent consultant also identified employee health and safety concerns and overcrowding.

In addition, the existing facility has insufficient onsite parking and meeting space, requiring JCAD to pay for offsite parking and utilize the Cleburne Conference Center for Board meetings. The facility also lacks adequate space to efficiently accommodate the growing number of property tax protest hearings. JCAD anticipated that the proposed facility would provide space for four dedicated Appraisal Review Board (ARB) hearing rooms, allowing multiple panels to operate simultaneously and potentially shortening the annual protest hearing process.

Under state law, the acquisition or conveyance of real property or the construction or renovation of a building or other facility by an appraisal district must be approved by three-fourths of the taxing units entitled to vote on the appointment of members to the appraisal district's board of directors. If a taxing unit fails to act on the proposal within the time prescribed by law, the proposal is deemed approved by that taxing unit. The statute establishes the approval requirement based on the taxing units entitled to participate in the appointment of board members.

Following the withdrawal of the proposal, the Chief Appraiser requested an opportunity to discuss with the City Council any concerns Council members had regarding the proposed acquisition. He would also like to discuss the potential formation of a committee composed of representatives from participating taxing units to assist JCAD with the identification and evaluation of potential sites for the district's future office facility.

RECOMMENDATION:

Staff recommend that the Policy & Valuation Committee receive the report and provide recommendations regarding Central Appraisal District of Johnson County's proposed building acquisition and staffing needs necessary to provide essential services to local taxing entities and the community.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

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