



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 1, 2023  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution nominating a candidate for the Board of Directors of the Travis Central Appraisal District.

### BACKGROUND/SUMMARY:

The Travis Central Appraisal District has reached out to all Jurisdictions in the eastern part of Travis County for nominations to be considered for the Board of Directors (BOD) of the Travis Central Appraisal District (TCAD). The City of Manor is defined as being in the eastern part of the County and eligible to vote.

Per city records, the City of Manor has only participated once and made a nomination on January 1, 2018. The City Council could nominate a member from the governing body or recommend a Manor resident to be nominated. Having a name from the City of Manor to be considered for the TCAD Board of Directors shows a high level of interest for the nominating committee to consider during their upcoming selection process.

### ***Board Qualifications:***

To be eligible the person must be a resident of the district and have resided in the district at least two years preceding the date the person takes office. Additional restrictions on the eligibility of the BOD are governed by Tax Code 6.035 (copied below).

Sec. 6.035. RESTRICTIONS ON ELIGIBILITY AND CONDUCT OF BOARD MEMBERS AND CHIEF APPRAISERS AND THEIR RELATIVES. (a) An individual is ineligible to serve on an appraisal district board of directors and is disqualified from employment as chief appraiser if the individual:

(1) is related within the second degree by consanguinity or affinity, as determined under Chapter [573](#), Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district; or

(2) 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 under Section [33.02](#); or

(B) a suit to collect the delinquent taxes is deferred or abated under Section [33.06](#) or [33.065](#).

(a-1) An individual is ineligible to serve on the board of directors of an appraisal district if the individual:

- (1) has served as a member of the board of directors for all or part of five terms, unless:
- (A) the individual was the county assessor-collector at the time the individual served as a board member; or
  - (B) the appraisal district is established in a county with a population of less than 120,000;
- (2) has engaged in the business of appraising property for compensation for use in proceedings under this title at any time during the preceding three years;
- (3) has engaged in the business of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years; or
- (4) has been an employee of the appraisal district at any time during the preceding three years.

(b) A member of an appraisal district board of directors or a chief appraiser commits an offense if the board member continues to hold office or the chief appraiser remains employed knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter [573](#), Government Code, to the board member or chief appraiser is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district in which the member serves or the chief appraiser is employed. An offense under this subsection is a Class B misdemeanor.

(c) A chief appraiser commits an offense if the chief appraiser refers a person, whether gratuitously or for compensation, to another person for the purpose of obtaining an appraisal of property, whether or not the appraisal is for ad valorem tax purposes. An offense under this subsection is a Class B misdemeanor.

(d) An appraisal performed by a chief appraiser in a private capacity or by an individual related within the second degree by consanguinity or affinity, as determined under Chapter [573](#), Government Code, to the chief appraiser may not be used as evidence in a protest or challenge under Chapter [41](#) or an appeal under Chapter [42](#) concerning property that is taxable in the appraisal district in which the chief appraiser is employed.

This item was presented at the October 2<sup>nd</sup> Council meeting, and it was postponed giving Council additional time to find interested candidates. The deadline to submit a nominee was October 31<sup>st</sup> TCAD has extended the date for the City of Manor to November 1<sup>st</sup>.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Resolution No. 2023-33
- TCAD Letter

**STAFF RECOMMENDATION:**

The City staff recommends that the City Council approve Resolution No. 2023-33 nominating \_\_\_\_\_ for the Board of Directors of the Travis Central Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**