

## **Questionnaire for Appointment Presidio County Appraisal Review Board (ARB)**

The Presidio County Appraisal Review Board (ARB) is a citizen board that meets periodically to hear property owner protests that cannot be resolved administratively. ARB members are paid a per diem for each day they actually serve.

Please understand that this is a full-time commitment during the summer and possibly fall months. ARB meeting times may vary and could be every Monday to Friday and some Saturdays from May through September, depending on the number of taxpayer protests that require a formal ARB hearing. ARB members must be available to serve when called. Meetings must be posted for at least 72 hours in advance. ARB meetings may occur throughout the year to handle special circumstances that arise.

If interested in serving as an ARB member, please complete and return the following questionnaire to this address:

Presidio County Appraisal District  
Attention: Board of Directors  
107 E. Texas Street, P O Box 879  
Marfa, Texas 79843

### **Qualifications and restrictions for serving as an ARB member:**

- 1) You must currently reside in Presidio County and must have resided in Presidio County for at least the last two years.
- 2) You cannot be a *current* employee, officer or member of the board of directors of Presidio County Appraisal District.
- 3) You cannot be a *current* member of the governing body or an officer or an employee of a taxing unit (a local government that levies property taxes) in Presidio County. This includes part-time employment.
- 4) You cannot be a current employee of the Texas Comptroller of Public Accounts.
- 5) You cannot serve on the ARB if you have completed all or part of three previous two-year terms for a term that begins on the next January 1 following the third consecutive term. You may, however, be appointed to some future term.
- 6) You cannot have ever appeared before the Presidio County Appraisal Review Board as a tax consultant for compensation. You cannot serve if individuals related to you within the second degree by consanguinity (blood) or affinity (marriage), at any time have appeared before the ARB for compensation as a tax consultant in proceedings under the Tax Code for this appraisal district. Relatives within the second degree include your spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step child, step parent, father-in-law, mother-in-law and the brother or sister of your spouse.

- 7) Neither you nor your spouse may currently be a party to a contract with Presidio County Appraisal District or a taxing unit served by this appraisal district.
- 8) You cannot serve if you have a substantial interest (defined as ownership by you and/or your spouse of at least 10 percent of the voting stock or shares of the business entity or service by you or your spouse as a partner, limited partner or officer of the business entity) that currently is a party to a contract with the Presidio County Appraisal District or a taxing unit served by the Presidio County Appraisal District.
- 9) You cannot serve if you own property on which delinquent taxes have been owed to any taxing unit in Texas for more than 60 days after the date you knew or should have known the taxes were delinquent, unless the taxes are being paid under an installment agreement under Sec. 33.02, Tax Code, or the taxes are deferred or abated under Sec. 33.06 or 33.065, Tax Code.
- 10) You must be of good moral character.

If you have any general questions about Presidio County Appraisal District, please contact the Chief Appraiser at 432-729-3431 or by email at [presidiocad@spbglobal.net](mailto:presidiocad@spbglobal.net). The chief appraiser can assist with any general questions or information.

If selected to be an ARB member, state law requires that you complete the Texas Comptroller's training class for new ARB members before you can participate in ARB hearings. More information about the ARB and its procedures are available on the Comptroller's website at <http://www.window.state.tx.us/taxinfo/proptax/arb/index.html>

**Please read and answer each question carefully. Your answers will be used to determine your legal eligibility for appointment and qualifications for service on the ARB.**

**You may attach a resume if you have one.**

Name:

\_\_\_\_\_ *(Last, First, Middle Initial)*

Telephone Number (*area code and number*): ( ) \_\_\_\_\_ Daytime ( ) Evening ( )

Current Mailing Address: \_\_\_\_\_ *(Number, Street or P. O. Box)*

Street address (if different from above): \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Texas Drivers License or ID Number: \_\_\_\_\_

List any other training, qualities, or attributes you consider relevant, including offices held, awards, honors, professional memberships, licenses, etc.

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**Employment History**

Present or Most Recent Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates Employed (From mo/yr to mo/yr): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Number of Employees Supervised (if any): \_\_\_\_\_ Directly or Indirectly: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

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**Education**

Name of School: \_\_\_\_\_

City, State: \_\_\_\_\_

Dates Attended (Mo/Yr to Mo/Yr): \_\_\_\_\_

Major / Minor: \_\_\_\_\_

Degree Earned: Yes or No                      Type of Diploma or Degree Awarded: \_\_\_\_\_

Professional Designations Held: \_\_\_\_\_

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**Specific Questions:**

1. Do you reside in Presidio County?  Yes  No
2. Have you resided in Presidio County for at least two years?  Yes  No
3. Are you *currently* a member of the governing body or an officer of this appraisal district or a local taxing unit in this appraisal district?  Yes  No
4. Are you *currently* employed, either full or part-time, by this appraisal district or by a local taxing unit in this appraisal district?  Yes  No
5. Are you *currently* employed, either full or part-time, by the Texas Comptroller of Public Accounts?  Yes  No
6. Are you currently serving as an ARB member of another appraisal district?  Yes  No
7. Do you or have you appeared before the Presidio County ARB as a paid property tax consultant?  Yes  No
8. Do you have a spouse, parent, child, son-in-law, daughter-in-law, grandparent, grandchild, brother or sister, spouse of a brother or sister, step child, step parent, father-in-law, mother-in-law, or a brother or sister of your spouse who has or did business in the Presidio County Appraisal District as a paid property tax consultant?  
 Yes  No
9. Do you or your spouse have a contract with this appraisal district or a local taxing unit in this appraisal district?  Yes  No
10. Does a business in which you or your spouse owns a substantial interest have a contract with this appraisal district or a local taxing unit in this appraisal district?  
 Yes  No
11. Are you presently under a criminal charge or indictment or have previously been convicted of a felony or a misdemeanor involving moral turpitude?  Yes  No
- If "Yes", explain: \_\_\_\_\_
12. Is anyone who is related to you by blood or marriage employed by the Presidio County Appraisal District?  Yes  No  
If "Yes", give name and relationship \_\_\_\_\_
13. Have you in the past been a member of a governing body or officer of a taxing unit in Presidio County?  Yes  No

If "Yes", give taxing unit name and date service ended:

\_\_\_\_\_

14. Have you previously served all or part of three terms as a member of the ARB of the Presidio County Appraisal District?  Yes  No

If "Yes", what were your years of service? \_\_\_\_\_

An answer of "No" to questions 1 or 2, or an answer of "Yes" to questions 3-11 indicates that you are not legally eligible to serve on the ARB.

**Why Do You Want To Serve?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What key traits do you have that would make you a good ARB member?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature and Affirmation**

I have read this questionnaire carefully. The information I have given in it is true and correct to the best of my knowledge and belief. I understand that omitting or misrepresenting information could result in failure to be considered for the ARB. I also understand that it is a criminal violation to make a false statement on this application.

I affirm that the information contained in this application and all attachments, if any, is accurate and complete to the best of my knowledge and belief, and authorize the Presidio County Appraisal District Board of Directors or its representative to verify the statements I have made. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the Appraisal Review Board for Presidio County.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **POLICY: APPRAISAL REVIEW BOARD HEARING ATTENDANCE**

**EFFECTIVE DATE:**

**AMENDED DATE:**

If an ARB member misses six (6) consecutive ARB called meetings and/or requests for service per calendar year, the Board of Directors, by majority vote, may remove the ARB member for good cause. The good cause would be a violation of the attendance requirements.

If the ARB member presents reasons for the absences, the Board of Directors will consider those reasons in the enforcement of this policy. Reasons for lack of attendance may include but not be limited to death in the immediate family, sickness of individual or family members and request for judicial service for jury duty, summons for court appearance or other personal related incidents acceptable to the Board of Directors.

ARB members appointed for service to the ARB must serve at least 33% percent of the days requested to serve during the protest process from May through July each year. The hearing days will be calculated by historically tracking the number of days the ARB was in service for protest hearings during the months of May-July. The average number of days for protest hearings is ## days. Based on the policy of 33 % percent of protest hearings, the number of days that an ARB member must serve is ## days or at least one-third of the protest hearing days.

If the ARB member does not serve the required days, the Board of Directors may remove the ARB member from service. In determining such removal, the Board of Directors will consider extenuating circumstances for non-compliance with the attendance policy for such events, but not limited to: sickness of the member or the member's family, deaths in the family and special or unusual work assignments. The Board of Directors will be provided an attendance report from the Chief Appraiser each year before appointments are made.