

**LAMPASAS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS POLICY MANUAL**

REVISED NOVEMBER 19, 1998

REVISED FEBRUARY 17, 2000

REVISED MARCH 16, 2000

REVISED AUGUST 16, 2001 (ADDED #7 UNDER DUTIES AND RESPONSIBILITIES)

BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

The Board of Directors of the Lampasas Central Appraisal District consists of five citizens of the county who serve without compensation for two year terms after being selected by the taxing entities served by the District. The Board meets monthly at the District's office at 109 E. Fifth Street, Lampasas. Notices of meeting times and dates are posted as required by law.

The Board consists of three members, the secretary, and the chairperson. Meetings follow agendas, which are published as required by law. Dates and times of meetings are selected by the Board to encourage maximum participation by the citizens of the county. Board meetings are conducted in an informal atmosphere for the same reason, however the chairperson is responsible for the orderly progression of business at each meeting.

Special called meetings of the Board are kept to an absolute minimum. If however, such meetings are called by the Chairperson they will be posted as required by law.

At each meeting the agenda will provide time for public participation. The Chairperson will assure that all who wish to speak on issues pertinent to the duties of the board are heard, as time will allow. The chairperson may limit the time that an individual may speak to the board.

All votes taken by the Board, oral, written or otherwise, shall be reviewed and/or counted solely by the Board and supervised by the Chairperson.

PRIMARY DUTIES OF THE BOARD:

1. ESTABLISH THE APPRAISAL DISTRICT'S OFFICE

The Board has interpreted this requirement to mean that the Board is responsible for the continuing successful operation of the Office and fulfills this responsibility by establishing policies for the operation of the office and by general supervision of the Chief Appraiser.

2. ADOPT THE APPRAISAL DISTRICT'S ANNUAL OPERATING BUDGET

The Board performs this duty annually as prescribed by law. In addition the board supervises the expenditure of funds throughout the year by monthly approval of bills and payroll and by regular review of the District's budget balances.

The LCAD board of directors shall consider and adopt an annual budget by September 15 of each year in compliance with Section 6.06 of the Property Tax Code. The Chief Appraiser shall prepare a proposed budget and submit it to the board for consideration before sending to any taxing entity. The Chief Appraiser shall also provide a detailed breakdown of the proposed budget and provide a detailed explanation of each category listed on the proposed budget;

3. CONTRACT FOR NECESSARY SERVICES

The Board feels that competition for District contracts brings better service or goods for money spent and therefore will require competitive bidding when it is in the best interest of the taxpayers, or as required by law.

The LCAD shall not enter into a contract with any contractors or employ any additional employees that are related to existing employees to the first and second degree of the LCAD. This policy will ensure that nepotism is avoided at all costs within the LCAD;

All contracts with the LCAD shall commence effective January 1 of each year and be enforceable until December 31 of that same year. All contracts will not extend beyond the expiration date of the current Board members term.

All contracts considered or executed by the LCAD shall first be reviewed and examined by the legal counsel representing the LCAD in order to protect the interest of the LCAD, the board, and the citizens of Lampasas County;

4. HIRE A CHIEF APPRAISER

The Board extends this requirement to include supervision and Evaluation of the Chief Appraiser. The Chief Appraiser is responsible to the Board for the efficient operation of the District in all its aspects and in strict compliance with law.

The Chief Appraiser works for the LCAD and as such, shall engage in professional Conduct at all times. The Chief Appraiser shall not engage in any political activity detrimental to the LCAD or the board of directors;

The Chief Appraiser shall interview and select employees to fill vacancies within the LCAD with approval of the board.

5. APPOINT APPRAISAL REVIEW BOARD MEMBERS

The Board will perform this authority as required by law and will appoint members who are representative of the community which we serve. The Appraisal Review Board, in legally constituted session, has sole authority to modify appraisal values set by the Chief Appraiser, except as provided by Section 1.111(e) and 25.25 (b) and (h) of the Texas Property Tax Code.

6. MAKE GENERAL POLICY ON THE APPRAISAL DISTRICT'S OPERATION

The Board extends this authority to the general supervision of the Chief Appraiser to see that its policies are followed. The Chief Appraiser shall attend each board meeting as directed by the Lampasas Central Appraisal District Board of Directors;

The Chief Appraiser shall provide a Chief Appraiser's report at each board meeting that details the activities of the LCAD. The report shall be listed on each certified agenda and shall contain listings of each item to be discussed. Any documents that pertain to any item listed in the Chief Appraiser's report shall be furnished to each board member in advance of the meeting; minimally 3 days prior to the meeting date;

The Chief Appraiser shall not leave the district during normal business hours or take vacation without first receiving permission from the board of directors and without leaving someone in charge.

The Chief Appraiser shall provide copies of all correspondence to and from any legal counsel to the board with respects to any issue regarding the LCAD;

The Chief Appraiser shall undergo a performance evaluation at least once each year.

Any legal opinions that are needed shall be requested by the Chairman of the Board, and the legal counsel representing the LCAD shall provide a copy to each board member by First Class Mail. All legal opinions are considered attorney-client-privileged documents and are not to be distributed to any non-board member;

The Chief Appraiser shall keep the Chairman of the Board apprised at all times concerning important matters pertaining to the LCAD in between meetings;

7. AGRICULTURAL APPRAISAL ADVISORY BOARD

- (a) The chief appraiser of each appraisal district shall appoint, with the advice and consent of the board of directors, an agricultural advisory board composed of three or more members as determined by the board.
- (b) One of the agricultural advisory board members must be a representative of the county agricultural stabilization and conservation service, and the remainder of the members must be landowners of the district whose land qualifies for appraisal under Subchapter C, D, E, or H Chapter 23, and who have been residents of the district for at least five years.
- (c) Members of the board serve for staggered terms of two years. In making the initial appointments of members of the agricultural advisory board, the chief appraiser shall appoint for a term of one year one-half of the members, or if the number of members are an odd number, one fewer than a majority of the membership.
- (d) The board shall meet at the call of the chief appraiser at least three times a year.
- (e) An employee or officer of an appraisal district may not be appointed and may not serve as a member of the agricultural advisory board.
- (f) A member of the agricultural advisory board is not entitled to compensation.

- (g) The board shall advise the chief appraiser on the valuation and use of land that may be designated for agricultural use or that may be open space agricultural or timber land within the district.

The Chief Appraiser shall submit an annual leave schedule each January for the fiscal year for board approval. The Chief Appraiser's request shall include at least one period consisting minimally of five (5) consecutive workdays of annual leave.

Roberts's rules of order, revised 9th edition, will be used in conducting all meetings with particular reference to pages 477-478 "Procedure in Small Boards", pages 478-479 "Effects of Partial Changes in Board Membership", pages 95-96 for executive sessions.

The Chief Appraiser shall submit a detailed list of the outstanding bills and proposed reimbursements for consideration to be paid. The list shall include the name of the creditor, the amount to be paid, and the nature of the debt.

OPEN RECORDS

The District's records are open for public inspection during regular office hours. The only exception to this rule, are those records which are accepted from disclosure pursuant to specific provisions of the Public Information Act.

If a written request is received for a record which the Chief Appraiser determines is not public information, a request for an Attorney General's opinion will be made and the requestor will be notified within ten days.

It is the Board's intent that the Public Information Act be followed to the letter.

INSPECTION OF RECORDS

Most requests for examination of record will come as routine across-the-counter transactions and will usually be accompanied by requests for copies.

Since the District is funded by taxes, the Board feels that the District's employees are employees of the residents of the county and therefore should render service to the extent possible without cost. Our customers must realize however that the District has basic responsibilities, which must be fulfilled on a priority basis. When requests to review records, make copies and perform research conflicts with the District's basic responsibilities employees must defer and postpone the secondary activities.

If a request is for more than 50 pages of paper records, the charge for copies shall include all costs relating to reproducing the information, including costs of materials, labor, and overhead. If a request is for 50 or fewer pages, costs of materials, labor and overhead will not be charged unless the requested information is located in a remote storage facility or more than one building.

The hourly rate of labor charges will be derived from an average of the gross hourly wage of the employees of the District. The Chief Appraiser will provide the requestor an estimate of cost to fill the request before the work starts and the requestor will sign an agreement to pay the actual cost before work starts.

COST OF COPIES

The District must recover the cost of making copies for its customers since it is impossible to accurately budget for such expenditures. It is the board's intent that state law be followed in charging for copies. A list of charges for copies is attached.

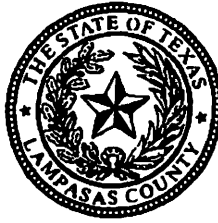
GSC CHARGES:	Charge
Item or Service	
Standard paper copy	\$.10 per page
Nonstandard size copy	
Diskette	\$ 1.00 each
Magnetic tape	
4 mm.	\$ 13.50 each
8 mm.	\$ 12.00 each
9 track	\$ 11.00 each
Data Cartridge	
2000 series	\$ 17.50 each
3000 series	\$ 20.00 each
6000 series	\$ 25.00 each
9000 series	\$ 35.00 each
600 A	\$ 20.00 each
Tape Cartridge	
250 MB	\$ 38.00 each
525 MB	\$ 45.00 each
VHS video cassette	\$ 2.50 each
Audio cassette	\$ 1.00 each
Oversized paper copy	\$.50 each
Mylar (36", 42" and 48")	
3 mil.	\$.85 / linear foot
4 mil.	\$ 1.10 / linear foot
5 mil.	\$ 1.35 / linear foot
Blue line/blueprint paper	\$.20 / linear foot
Other	Actual Cost
Personnel charge	
Programming personnel	\$ 26.00 per hour
Other personnel	\$ 15.00 per hour
Overhead Charge	20% of personnel charge
Microfiche or microfilm charge	
Paper copy	\$.10 per page
Fiche or film copy	Actual cost
Remote document retrieval charge	Actual cost
Computer resource charge	
Mainframe	\$ 10.00 per minute
Midsized	\$ 1.50 per minute
Client/server	\$ 2.20 per hour
PC or LAN	\$ 1.00 per hour
Miscellaneous supplies	Actual cost
Postage and shipping charge	Actual cost
Photographs	Actual cost
Other costs	Actual cost
Outsourced or contacted services	Actual cost

* The governmental body *may not* charge sales tax for public information requests

LAMPASAS CENTRAL APPRAISAL DISTRICT

Board of Directors

Dale DeShazo, Secretary
David Hamilton
Lawrence Hart, Chairman
Milton Kellner, Vice Chairman
Ted Newsom



P.O. Box 175
Lampasas, Texas 76550

TELEPHONE:
512-556-8058
512-556-8138
FAX: 512-556-4660

PUBLIC INFORMATION CHARGES 7-31-09

COPIES OF ANY DOCUMENT .10 (per page)
(Appraisal cards, etc.)

*Appraisal cards or duplicate receipts for the owner or agent of a property owner are free.

COPIES OF PLATS OR AERIALS(8 ½ x 11) .10 (per page)

8 ½ x 14 OR 11 x 17 .50 (per page)

MAPPING SYSTEM PRINT-OUT

Any size .50 (per page)

PRINTED MAILING LABELS – FIRST PAGE 1.00
SUBSEQUENT PAGES .15

COMPUTER QUERY REPORTS – FIRST PAGE 1.00
SUBSEQUENT PAGES .15

(Subdivision Print-Out, etc.)

MAPPING CD 25.00
APPRAISAL OR TAX ROLL CD 25.00

If special programming is required the fee is \$28.50 per hour.

The charge for labor costs incurred in processing a request (time to locate, compile, manipulate and reproduce) is \$15.00 per hour.

COMPLAINTS

The Board intends to conduct its affairs in strict compliance with law and with good business practice. Furthermore, it requires the District's employees to do the same. All members of the board, the members of the Appraisal Review Board, and the employees are expected to conduct District affairs in a businesslike and courteous manner.

Conflict may arise between District personnel and the citizens whom the District serves. The board intends that these conflicts be settled promptly and fairly in every case. To this end the following rules are promulgated:

VERBAL COMPLAINTS

Most complaints will fall into this category and will arise either in the office in person or over the telephone to an employee of the District. It is the Board's intent that employees courteously receive these types of complaints and immediately try to resolve them on the spot. If this is not possible, and the Chief Appraiser has not been involved in the conversation to that point, the Chief Appraiser will be called and will try to resolve the conflict.

If a verbal complaint cannot be resolved, after diligent effort by District employees, the complaint will be instructed as provided in this section to file a written complaint. If a complainant is not capable of writing his/her complaint a District employee will assist to any degree necessary to get the complaint into acceptable written form.

WRITTEN COMPLAINTS

The Chief Appraiser will acknowledge written complaints as soon as possible in writing and will explain the processing of complaints by the district. A copy of this policy will be furnished to the complainant at that time.

Copies of this policy will be available to the public at the District's office and will be furnished to any person on request. Written complaints will be brought to the attention of the Chairperson as soon as possible to be presented at the next scheduled board meeting.

At the first regular Board meeting the Chief Appraiser will make the Board members aware of the complaint and will submit a summary of the Chief Appraiser's efforts to resolve the complaint. If the complaint is of a nature that it cannot be resolved within thirty days, the Chief Appraiser will continue to brief the Board on the complaint's progress at each regular meeting until it is finally resolved.

The Board is aware that all complaints cannot be resolved to the satisfaction of the complainants, however it is the Board's intent that every effort be made to do so within the confines of law and good business practice.

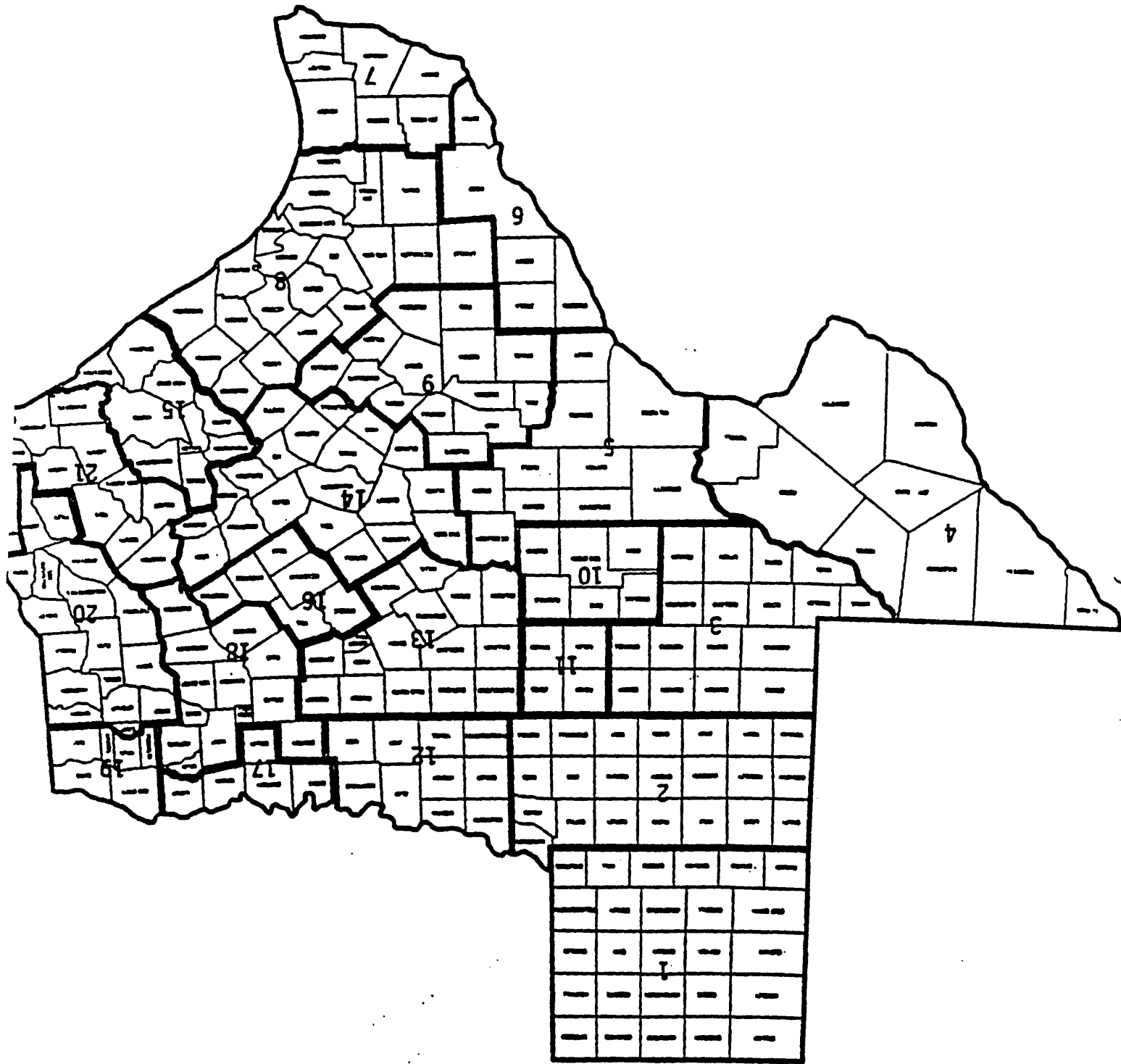
In every case a letter explaining the Board's position on the complaint will be prepared by the Chief Appraiser and will be forwarded to the complainant. If the complainant responds in writing or verbally, that response will be brought to the attention of the Board during its next regular meeting.

All complaints and records which pertain to those complaints will be filed separately and will be considered a permanent record.

PUBLIC ACCESS POLICIES FOR MEETING OF APPRAISAL DISTRICT BOARD OF DIRECTORS

As required by law the following policies are adopted by the Board to provide public access to the Board of Directors for matters over which the Board has responsibility.

1. Any non-English speaking person, deaf person, or person who has any physical, mental or development disability which would make appearance before the Board must file a written request with the Chief Appraiser. Such request will outline the nature of the expected difficulty and specify the date of anticipated appearance before the Board at a scheduled meeting. The Chief Appraiser will make arrangements as provided below to minimize the difficulties to be experienced by the handicapped person in his/her appearance before the Board.
2. The Chief Appraiser shall coordinate with the area service council of the Texas Commission for the Deaf (Page 10) in obtaining services and shall appoint annually an interpreter to attend any meeting of the board of directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to members of the appraiser review board.
3. The Chief Appraiser shall coordinate with the Texas Rehabilitation Commission, the United Way, and other public and private agencies with Regional offices (Page 14) to provide proper arrangements for public Forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the board of directors in a public hearing.
4. Meeting of the Board of Directors for which written notice has been given from persons requiring barrier free access shall be conducted in public building complying with standard and specifications adopted by the State Purchasing and General Service Services Commission (PO Box 13047, Capitol Station, Austin, Texas 78711) pursuant to the Elimination of Architectural Barriers Act, Article 7 of Article 601b, V.T.C.S., where available. If no barrier-free public building is available in the district, the Chief Appraiser shall make arrangements for temporary wheelchairs ramps to be available, as well as other physical aides for persons with disabilities.



TEXAS COMMISSION FOR THE DEAF
REGIONAL BOUNDARIES

TEXAS COMMISSION FOR THE DEAF
AREA SERVICE COUNCILS

1. PANHANDLE COUNCIL FOR THE DEAF
PO Box 8043
Amarillo, Texas 79114
806/353-0767 (Voice/TDD)
806/359-1506 (Voice)

2. LUBBOCK COMMUNITY SERVICES FOR THE DEAF
2414 34th Street
Lubbock, TX 79411
806/795-2345 (Voice/TDD)

3. HIGHLAND COUNCIL FOR THE DEAF, INC.
PO Box 1935
Big springs, Texas 79720
915/267-6779 (Voice/TDD)
915/263-0614 (Voice)

4. EL PASO CENTER OF THE DEAF, INC.
1005 East Yandell
El Paso, Texas 79902
915/544-6032 (Voice/TDD)

5. No provider available at this time.

6. No provider available at this time.

7. No provider available at this time.

8. CORPUS CHRISTI AREA COUNCIL FOR THE DEAF
5151 McArdle Road
Corpus Christi, Texas 78411
512/993-1154 (Voice/TDD)

9. CHURCH'S DEAF SUPPORT CENTER
PO Box BH001
355 Spencer Lane
San Antonio, Texas 78284
512/735-7573 (Voice)
512/735-6151 (TDD)

SAN ANTONIO COUNCIL FOR ADVANCEMENT OF SERVICES TO THE DEAF
C/O: Barbara Jordan Center
2803 East Commerce
San Antonio, Texas 78203
210-223-9200 (Voice/TDD)

10. No provider available at this time.

11. WEST TEXAS SERVICES FOR THE DEAF
ACU Station, Box 1807
Abilene, Texas 79699
914/674-2425 (Voice/TDD)

12. No provider available at this time.

13. TARRANT COUNTY SERVICES FOR THE HEARING IMPAIRED
2500 Lipscomb Street
Fort Worth, Texas 76110
817/926-5305 (Voice)
817/926-4101 (TDD)

14. TRAVIS COUNTY COUNCIL FOR THE DEAF
2201 Post Road, Room 100
Austin, Texas 78704
512/448-7597 (Voice)
512/448-7571 (TDD)

15. HEAR-SAY
2525 Murworth #207
Houston, TX 77054
713/666-2625 (Voice/TDD)

16. CENTRAL TEXAS COUNCIL FOR THE DEAF
PO Box 5656
Waco, Texas 76708
817/754-4247 (Voice)
817/757-3323 (TDD)

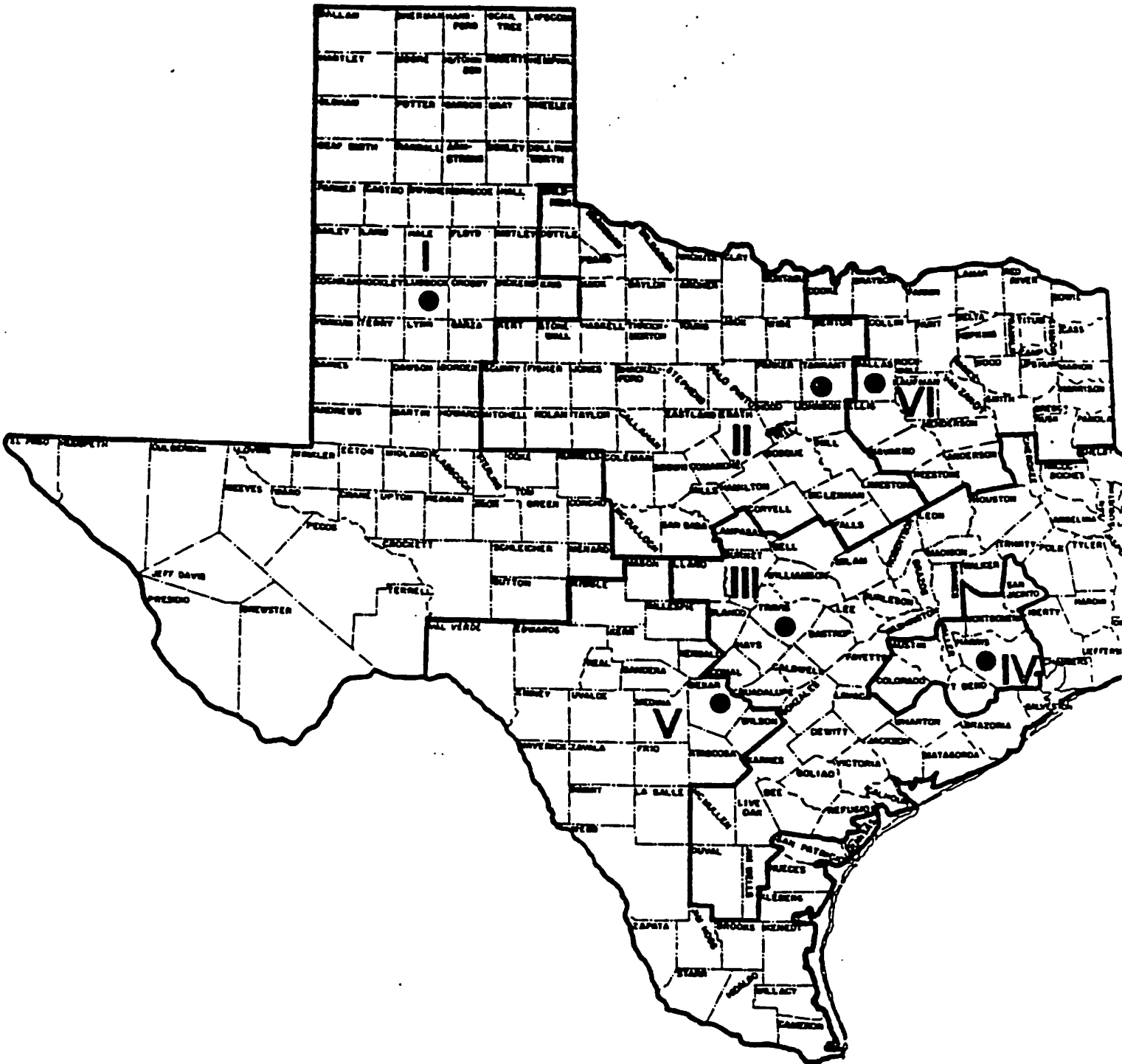
17. TEXOMA COUNCIL FOR THE DEAF
800 North Travis
Sherman, Texas 75090
214/892-6531 (Voice/TDD)

18. DEAF ACTION CENTER
3115 Crestview Drive
Dallas, Texas 78235
214/521-0407 (Voice/TDD)

19. No provider available at this time.
20. EAST TEXAS DEAF & HEARING ASSOCIATION, INC.
777 Broadway, #103
Tyler, Texas 75701
214/593-3355 (Voice/TDD)
21. SOUTHEAST COUNCIL FOR THE HEARING IMPAIRED
PO Box 1748
470 Orleans
Beaumont, Texas 77704
409/833/6679 (Voice/TDD)

In addition, an annual directory of interpreters is published by the Texas Commission for the Deaf. Information on this registry may be obtained from the program specialist for direct services at 512/569-9891 or 510 South Congress, Room 300, Austin, Texas 78704.

TEXAS REHABILITATION COMMISSION REGIONAL BOUNDARIES



The Field Offices for the regions indicated on this map are listed in the Governmental Pages (blue) of the telephone directory under "State--Texas Rehabilitation Commission: Field Offices."

Information concerning attendant care, transportation, interpreter services, adaptive equipment, environmental control systems, and other issues related to disabilities can be obtained from counselors at these Field Offices.

LOCAL INFORMATION AND REFERRAL TELEPHONE NUMBERS*

ABILENE: Call-For-Help	(325)673-8211
AMARILLO: United Way Information & Referral Center for Independent Living	(806) 373-2662 (806) 352-1500
ANGLETON: Action, Inc. of Brazoria County HELPLINE	(409) 849-4404 (409) 849-5711 ext. 1500
ARLINGTON: First Call for Help	(817) 274-2534
AUSTIN: United Way HOTLINE	(512) 472-4357
BAY CITY: United Way	(409) 245-3056
BEAUMONT: United Way of Beaumont I&R	(409) 835-3886
BROOKSHIRE: United Way of Waller County	(713) 934-4322
BRYAN: Brazos County Community Council	(409) 923-5226
CARROLLTON: MetroCrest Service Center	(214) 446-2100
CORPUS CHRISTI: Coastal Bend Assn. for Mental Health	(512) 993-7416
DALLAS: American Red Cross Generic, Teen line, Hispanic I & R Services Aging I & R Services Contact Dallas Telephone Counseling Dallas Council on Alcoholism & Drug Abuse	(214) 871-2175 (214) 747-3711 (214) 741-5244 (214) 233-2233 (214) 522-8600
FORT WORTH: First Call for Help	(817) 878-0100

GALVESTON:
Family Service Center I & R (409) 766-2248

GRAND PRAIRIE:
Grand Prairie United Charities (214) 263-0010

HOUSTON:
Crisis Intervention of Houston (713) 527-9864
United Way of the Texas Gulf Coast (713) 527-0222

HURST:
First Call for Help (817) 282-6646

IRVING:
Irving Aid, Inc. (214) 721-9181

KILGORE:
East TX Council of Governments (214) 984-8641
(800) 442-8845

LA PORTE:
Neighborhood Centers LaPorte/Bayshore (713) 471-1824

LUBBOCK:
City of Lubbock Information & Referral (806) 765-6262
Aging I&R (806) 762-8721

LUFKIN:
United Way (409) 632-3203

MESQUITE:
Mesquite Social Services, Inc. (214) 285-3000

MIDLAND:
United Way of Midland (915) 682-4358

PASADENA:
Pasadena/South Houston Neighborhood Center (713) 944-9186

PLANO:
Information & Referral of Plano (214) 422-1850

SAN ANGELO:
United Way First Call for Help (915) 942-7670

SAN ANTONIO:
Bexar County Women's Center (512) 225-4387
United Way of San Antonio & Bexar County (512) 244-5000

SMITHVILLE:
Combined Community Action, Inc. (512) 237-2434

STAFFORD:

United Way Family Service Center

(713) 499-5681

VICTORIA:

Victoria Info & Volunteer Action Center

(512) 575-8279

WACO:

Aging I&R

(817) 752-3240

United Way of Waco

(817) 753-5683

WALLER:

United Way of Waller County

(409) 372-9194

WICHITA FALLS:

United Way of Greater Wichita Falls

(817) 322-8638

* A directory of Information & Referral Services for the Aging network is available from the Texas Department on Aging.