

# JIM HOGG COUNTY APPRAISAL DISTRICT

## Board of Directors & Appraisal Review Board Public Access Policy



### **CHIEF APPRAISER**

Jorge Arellano

### **BOARD OF DIRECTORS**

Noel Guerra, Chairman

Eddie Garza, Board Member

Ester P. Garcia, Secretary

Juan Carlos Guerra, Board Member

Norma Hinojosa, TAC/ Board Member

*Revised: October 2020*

**515 W. Viggie, Hebbronville, Texas 78361**  
**PH. (361)527-4033 FAX(361)527-4034**

# BOARD OF DIRECTORS

## INTRODUCTION

The Jim Hogg County Appraisal District (JHCAD) is an independent local governmental entity (a political subdivision of the state). It is governed by a board of five directors, who are appointed to two year terms by the taxing entities it serves. The Board appoints a Chief Appraiser, who has authority to administer District actions. In particular, the Chief Appraiser has the authority and responsibility to hire, terminate, compensate and supervise the appraisal district staff. The Chief Appraiser is the approving authority for all the Districts employees' payroll and for any changes under the provisions of these policies, the classification and pay plans, and the approved annual budget.

The Jim Hogg County Appraisal District encompasses the same territory as Jim Hogg County. The District is responsible for discovering, listing, and appraising every item of taxable property within that territory. Currently, the District maintains an appraisal roll listing taxable property within Jim Hogg County. Every year, the District's property and its value, called the appraisal roll, and is delivered to each local government (taxing unit) within its territory that levies property taxes. Examples of such local governments are Jim Hogg County, Jim Hogg County independent school district, Jim Hogg County Water District, and special purpose entities. The law requires that JHCAD appraise property in relation to its January 1st market value, and that its appraisal be equal and uniform. When all taxable property is properly appraised on the market value standard, the burden of taxation is fairly allocated among property owners.

## BOARD OF DIRECTORS

It is the policy of the board of director's to provide the public with a reasonable opportunity to address the board on the subject of the policies and procedures of the appraisal district and on any issue under the board's jurisdiction.

The Appraisal District's Board of Directors has limited authority over appraisal. The Board does not appraise property or review values on individual properties. The law assigns this duty to the Chief Appraiser and the Appraisal Review Board, respectively.

## PUBLIC COMMENTS POLICY

Members of the public can communicate to the board under public comments at its next regularly scheduled meeting. At each regularly scheduled meeting the chairman of the board of directors will announce that each person wishing to address the board on appraisal district policies, procedures, or issues may have time to speak allotted as follows:

- A. If the speaker's intended comment relates to an identifiable item on the agenda, three (3) minutes per speaker;
- B. If the speaker's intended comment does not relate to an identifiable item on the agenda:
  - a. Three (3) minutes if the speaker has not appeared to make public comment in any of the four preceding meetings; or

- b. One (1) minute if the speaker has appeared to make public comments in any of the four preceding meetings.

No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a particular issue, they need to select not more than three (3) representatives to speak for them and the presiding officer may limit the public comments further in the interest of an orderly meeting. Complaints, criticisms, and concerns against Appraisal District employees shall be directed through the appropriate channels in accordance with Board policy. The presiding officer or designee shall determine whether a person who wishes to address the Board has attempted to solve the matter administratively. If not, the person shall be directed to the appropriate person to seek resolution before coming to the Board. The chairman may expand the speaker's time as needed if the expansion will not affect the ability of the board to complete its business and adjourn the meeting at a reasonable time. The board may refuse to hear any person who attempts to speak on a subject unrelated to the policies and procedures of the appraisal district or the appraisal review board and unrelated to any other issue under the board's jurisdiction. [§6.04 (d), Property Tax Code.]

## **ACCOMMODATIONS FOR DISABLED PERSONS**

JHCAD office is wheelchair accessible and accessible parking spaces are available. Requests for accommodations for persons with disabilities, special assistance or interpretive services must be made at least 48 hours prior to the scheduled time of this meeting. The board meeting room and ARB hearing rooms are also wheelchair accessible. A person who needs additional assistance for entry or access should notify the administrative office in writing at least three business days before the meeting. To make accommodations contact the administrative department at (361) 527- 4033

## **INTERPRETERS**

The district will provide an interpreter at a meeting if a person who does not speak English or communicates by sign language, notifies the administrative office at least three business days before the meeting. The person must indicate that he or she desires to address the board and is unable to provide an interpreter, [§6.04 (e), Property Tax Code]. To make accommodations contact the Administrative Department at (361) 527-4033.

## **COMPLAINT POLICY**

Complaints against the Board of Directors, Appraisal Review Board, Chief Appraiser, and appraisal district employees must be filed in a written format and mailed to the Appraisal Office at 515 West Viggie, Hebronville, Texas 78361.

Your complaint or inquiry will be reported to the Board of Director's at its next regularly scheduled meeting to insure that the issue or concern is resolved in a timely matter. The board will review the complaint to determine whether it has authority to resolve the complaint and/or direct Administration to handle and resolve the problem. The Appraisal Office must notify the parties to the complaint of the complaint's status at least quarterly until the complaint is resolved. For more information visit us at 515 west viggie, Hebronville, Texas.

The board will consider written complaints about the policies and procedures of the appraisal district, appraisal review board, members of the board of directors, and any other matter within the jurisdiction of the board. The Board of Directors will not consider complaints addressing any of the grounds for a protest before the Appraisal Review Board (ARB) as set in Property Tax Code §41.03 and §41.41.

The Board of Directors has no authority to overrule the Chief Appraiser or Appraisal Review Board's decision on a property value, correction, or a protest.

Any correspondence should be addressed and mailed to:

**Jim Hogg County Appraisal  
District  
515 West Viggie  
Hebbronville, Texas 78361  
Chairman, Board of Directors**

Board deliberations concerning complaints will comply with provisions of the Texas Open Meetings Act, Chapter 551, Government Code. At least quarterly and until final disposition of a complaint, the board notifies the parties to the complaint of its status unless notice would jeopardize an undercover investigation, [§6.04 (g), Property Tax Code].