

Fort Bend Central Appraisal District Board of Directors

General Policies and Information and Policies for Public Access, Interpreters for Non-english Speaking Persons and Access by Person with Disabilities

I. General Information

The Fort Bend Central Appraisal District (FBCAD) appraises taxable property for the county, cities, school districts, and special districts that levy property taxes within the district's boundaries. The district also administers exemptions and special appraisals, such as productivity valuation of qualified agricultural land, and determines the taxable situs of property. The chief executive officer of the appraisal district is the chief appraiser.

The governing body of the district is the appraisal district's board of directors. The appraisal district also has an appraisal review board, which hears property owner protests regarding values and other related matters, and a taxpayer liaison officer, who handles problems outside the jurisdiction of the appraisal review board. The appraisal review board is appointed by the local administrative district judge for Fort Bend County.

II. Board of Directors

A board of six directors governs the appraisal district. Board members select the chief appraiser, adopt the annual district budget, and ensure that the district follows policies and procedures required by law. The board does not appraise property or make decisions affecting the appraisal records. Members of the board may not discuss appraisal matters with the chief appraiser except in open meetings or other forums or in closed meetings held for the purpose of discussing pending litigation.

III. Public Access to the Board of Directors

It is the policy of the board of directors 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. Generally, the board's statutory duties and jurisdiction concern:

- adopting the district's annual operating budget;
- contracting for necessary services;
- hiring the chief appraiser and assigning responsibilities to the position;
- making general policy regarding the operation of the appraisal district; and
- appointing the taxpayer liaison officer.

IV. Board of Directors Meetings

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:

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

2. One minute if the speaker has appeared to make public comment in any of the four preceding meetings.

For the purposes of this policy, a speaker representing a business entity is deemed to have appeared in a preceding meeting if any speaker representing that business entity has appeared in a preceding meeting. 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. [Sec. 6.04(d), Tax Code.]

V. Interpreters

The district will provide an interpreter at a meeting if a person who does not speak English or communicates by sign language, and notifies the taxpayer liaison officer 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. [Sec. 6.04(e), Tax Code]

VI. Access by Disabled Persons

FBCAD's physical location is at 2801 B.F. Terry Blvd., Rosenberg, TX 77471 and the location has van accessible parking spaces for the handicapped in front of the main building. In addition the sidewalks and main doorways are wheelchair accessible.

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 taxpayer liaison officer in writing at least three business days before the meeting. [Sec. 6.04(e), Tax Code]

VII. Policies Resolving Complaints

The board will consider written complaints about the policies and procedures of the appraisal district, appraisal review board, the board of directors, and any other matter within the jurisdiction of the board of directors. The board will *not* consider complaints addressing any of the grounds for a challenge and a protest before the appraisal review board as set out in Sections 41.03 and 41.41, Tax Code. The board of directors has no authority to overrule the chief appraiser or appraisal review board's decision on a value, a correction, or a protest.

Correspondence should be mailed to:

Chairman, Board of Directors
Fort Bend Central Appraisal
District 2801 B.F. Terry Blvd.
Rosenberg, Texas 77471-5600

Hearing impaired persons who have a TDD telephone machine may call 281-344-8623 and have a complaint delivered to the board.

At each regularly scheduled meeting, the taxpayer liaison officer must report to the board on the nature of complaints and the status of resolution, if there are any.

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. [Sec. 6.04(g), Tax Code]

VIII. Chief Appraiser and Property Appraisals

The chief appraiser is the chief administrator of the appraisal office. The chief appraiser serves at the pleasure of the board and is directly accountable to the board in the discharge of his or her duties and responsibilities. All other personnel of the appraisal office are employed by and accountable to the chief appraiser. The chief appraiser may delegate authority to the chief appraiser's employees as necessary.

The chief appraiser and his or her staff appraise the properties in the appraisal district. If you have a concern about property appraisal, you should discuss it first with the appraisal district's staff. Complaints that cannot be resolved at the staff level should be addressed by written protest to the appraisal review board. The appraisal district maintains an Information and Assistance Division at the district offices. The telephone number for the Information and Assistance Center is 281-344-8623.

IX. Appraisal Review Board

The appraisal review board is responsible for hearing and resolving protests from property owners concerning appraisal of their properties. The appraisal district funds the board's operations and provides clerical support for its activities. Appointed by the local administrative district judge for Fort Bend County, the appraisal review board is an independent citizen board. The appraisal review board's duties and a property owner's right to protest the appraisal of the owner's property are more thoroughly explained in the pamphlet entitled *Property Taxpayer Remedies*. This publication is available at the appraisal district's office and through the Property Tax Assistance Division of the Texas Comptroller of Public Accounts.

X. Taxpayer Liaison Officer

The taxpayer liaison officer administers certain public access functions required by the Tax Code and is responsible for resolving disputes that do not involve matters that may be protested under Section 41.41 of the Tax Code. [Sec 6.052 Tax Code]

*Approved by
Fort Bend Central Appraisal District Board of Directors
March 22, 2021*