



## CENTRAL APPRAISAL DISTRICT BOARD

### Board Overview

The mandate for countywide appraisal districts resulted from the 1979 Legislature. In 1981, the Legislature identified appraisal districts as political subdivisions of the State of Texas. The law (S.B. 621) required that all counties in Texas implement these districts no later than 1982. Because a mass appraisal had been completed in El Paso County in time for the 1980 tax roll, the El Paso Central Appraisal District went into operation one year earlier (1981) than required by law in order to continue an adequate maintenance program for the already revalued properties in El Paso County.

The El Paso Central Appraisal District is responsible for maintaining and appraising all business personal property and all real property in El Paso County at market value. The Appraisal District provides an annual appraisal roll for each of the 30 active taxing jurisdictions in El Paso County.

### Goal

The El Paso Central Appraisal District Board of Directors upholds that all citizens have access to the resources of the Appraisal District. The Board's Public Information Policy was originally adopted on August 31, 1989 in accordance with Section 6.04 of the Texas Property Tax Code and revised October 14, 2010. Detailed information may be found at the Appraisal District office or its website: [www.epcad.org](http://www.epcad.org).

### Board of Directors

The Board of Directors is the governing body of the Appraisal District and is comprised of nine (9) members who represent the 30 taxing jurisdictions in the County. They are appointed by the governing bodies of the jurisdictions with voting entitlement: counties, school districts and incorporated towns and cities. The Board's primary responsibilities as the governing body of the Appraisal District are:

- Selection of the Chief Appraiser;
- Establishment of the appraisal office;
- Adoption of the operating budget for the District;
- Appointment of Appraisal Review Board members;
- Appointment of the Taxpayer Liaison Officer.

The Board of Directors does not assess property nor does it address value issues (Section 6.15 of the Texas Property Tax Code).

### Appraisal Review Board

The Appraisal Review Board (ARB) is appointed by the Board of Directors but it is not controlled by the Appraisal District. The ARB is a quasi-judicial Board. The ARB is a separate body from the appraisal office and serves a different function. It hears and resolves disputes over appraisal matters. The ARB only has authority over matters submitted to it. In resolving taxpayer protests the ARB can make changes or set a value. Finally, the ARB is responsible for approving the appraisal rolls, prior to certification by the Chief Appraiser. All ARB hearings are subject to the Open Meetings Act.

### Public Hearings & Access to the Board of Directors

The El Paso Central Appraisal District Board of Directors meets the second Thursday of each month at 5:30 p.m. in the Conference Room of the El Paso Central Appraisal District, 5801 Trowbridge Drive, El

Paso TX 79925. Meetings of the Board are conducted by Robert's Rules of Order. All meetings are held in accordance with the Open Meetings Act. All meetings are recorded. Minutes for the meetings are a matter of public record and available at the Appraisal District office. Beginning with the September 17, 2009 Board of Directors' Meeting, minutes are available on the CAD website: [www.epcad.org](http://www.epcad.org). Meetings are televised on Cable Channel 15.

The El Paso Central Appraisal District Board of Directors is dedicated to the concept and laws of open government. Public comment is a regular monthly agenda item. Public comment is limited to five (5) minutes per item, unless a majority of a quorum of the Board votes to allow more time for a given item. Citizens wishing to address the Board should sign up for public comment prior to the start of the meeting. Public comment requires no action from the Board.

Submit Application & Background Investigation to the  
El Paso County Human Resources Department at:

800 E. Overland  
Room 223  
El Paso, TX 79901  
Phone: (915) 546-2218  
Fax: (915) 546-8126  
Email: [humanresources@epcounty.com](mailto:humanresources@epcounty.com)

Board Liaison:  
El Paso Central Appraisal District  
Paul Carvalho  
Phone: (915) 780-2000  
Email: [admin@epcad.org](mailto:admin@epcad.org)