

DIMITT CENTRAL
APPRAISAL DISTRICT



BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES
CITIZEN COMMUNICATIONS
CITIZEN COMPLAINTS

What is the Appraisal District?

The Dimmit Central Appraisal District of Dimmit County, ("CAD" or the "District"), is a political subdivision of the State of Texas, created in 1980 by the 66th Texas Legislature, through enactment of the Texas Property Tax Code.

The District is not a division of the county, tax office, school district, city or any other local government.

The District's geographic boundaries are the same as Dimmit County's boundaries.

The District's primary mission is:

The mission of the Dimmit Central Appraisal District is to courteously and efficiently serve the citizens, property owners and taxing units of Dimmit County by timely producing an accurate, complete and equitable appraisal roll, working to ensure that each taxpayer pays only their fair share of the property tax burden.

We are committed to earning and keeping the public's trust and confidence in the work we perform, striving to provide quality services and demonstrating a professional attitude.

This professional attitude will include:

- Always being respectful and courteous
- Communicating with understandable language
- Being honest with the people we meet
- A willingness to correct errors to the allowable extent of the law
- Respecting taxpayer and entity concerns or problems
- Providing comprehensive and accurate information
- Treating everyone in the manner we would like to be treated
- Using good judgment

Who manages the District?

The Board of Directors governs the CAD. There are six (6) members on the Board of Directors. The County Tax Assessor-Collector serves as a non-voting member.

Members are selected by taxing entities (i.e., city, county, school district), which participate in the district. To be eligible to serve on the Board, an individual must be a resident of Dimmit County and must have resided in the county for the two years preceding the date of appointment. Members serve two-year terms, beginning in January of even-numbered years.

If you are interested in serving on the Board, let your public officials know!

What are the Board's responsibilities?

The Board does not appraise property or make decisions that affect the appraisal records for particular properties.

The Board's duties include:

- Selecting the Chief Appraiser,
- Adopting the annual budget,
- Appointing members to the Dimmit Central Appraisal Review Board, and
- Ensuring that the District follows policies and procedures set by law.

If you are interested in serving of the Appraisal Review Board, ask for an application at the Appraisal District office!

When does the Board meet?

Normally, the Board meets on the third Wednesday of each month; however, they are required to meet at least once each calendar quarter.

All meetings of the Board are open to the public and notices of the time and date of the meetings are posted at the District office, the county courthouse, and the District's website.

Meetings are usually held at the District's office located at 203 West Houston Street, Carrizo Springs, Texas 78834, unless a different location is designated by the Board and duly posted on an agenda.

We encourage our taxpayers to attend the Board of Director's meetings!

Citizen Communications

Our Board welcomes the opportunity to hear from our taxpayers! Citizens may speak to the Board about concerns, complaints, compliments, suggestions, policies or any other topic concerning the appraisal district and appraisal review board.

Citizen Communications is a regular item on the agenda to allow our citizens to communicate on any issue within the authority of the Board.

If you need assistance with attending or speaking at a board meeting because of a disability or are in need of an interpreter, please let us know!

Special Accommodations

To request accommodations such as an interpreter or special equipment for a disability to assist your appearance before either the Board of Directors or the Appraisal Review Board, please contact the Chief Appraiser at:

Dimmit Central Appraisal District
203 West Houston Street
Carrizo Springs, Texas 78834

Please indicate in your request what special assistance or arrangement is needed to assist you in making your presentation and include your name, mailing address and telephone number for contact purposes.

The Chief Appraiser will coordinate and schedule your presentation at the next regularly scheduled Board of Directors meeting, or the next available Appraisal Review Board hearing.

In the event an interpreter is needed, the chief appraiser will contract with a qualified interpreter for services of effective communication at no cost to you. An interpreter will attend the meeting in which you are scheduled to speak or testify.

If you would like to speak to the Board of Directors at meetings, please leave your name, address and telephone number with the receptionist and we will contact you with the date and time of the next regularly scheduled meeting.

You may also write to the Board at any time at:

Chairman – Board of Directors
Dimmit Central Appraisal District
203 West Houston Street
Carrizo Springs, Texas 78834

Citizen Complaints

The District strives to provide a professional, comfortable, ethical and friendly experience for our taxpayers; however, if you have a complaint or concern regarding your experience here, we want to know! We will try to resolve your complaint as quickly as possible.

Please contact the Chief Appraiser, Supervising Appraiser or the Administrative Assistant while you are here, or by telephone at (830) 876-3420, Monday through Friday, 8:00 a.m. to 5:00 p.m. You may also write to us at:

Chief Appraiser
Dimmit Central Appraisal District
203 West Houston Street
Carrizo Springs, Texas 78834

Complaint not resolved?

If you still feel your concern was not resolved, or you are not comfortable reporting your complaint to the staff, you may file a formal complaint with the Board of Directors.

While the Board of Directors has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter regarding property value or a determination of Appraisal Review Board on a challenge, protest, or motion for correction, the Board will consider complaints about itself, or any of the following persons:

- A member of the Board of Directors;
- A member of the Appraisal Review Board;
- A member of the Agriculture Advisory Board;
- The Chief Appraiser; and/or
- Any private person or firm who, by contract, performs governmental functions for the appraisal district.

Everyone is welcome at any Board meeting for any reason - we encourage citizen participation!

A formal complaint must be filed in writing and addressed to:

Chairman – Board of Directors
Dimmit Central Appraisal District
203 West Houston Street
Carrizo Springs, Texas 78834

Please remember to include your name, mailing address and telephone number so that the Board may contact you with any agenda or board action taken in response to the complaint.

Dimmit Central Appraisal District is committed to earning and keeping the public's trust and confidence!