



TRAVIS COUNTY TAX OFFICE
CELIA ISRAEL
TAX ASSESSOR-COLLECTOR

2433 RIDGEPOINT DRIVE
AUSTIN, TX 78754
(512) 854-9473

June 10, 2025

You are receiving this packet because you are listed as a contact for your jurisdiction(s) for Truth-In-Taxation purposes. This packet is being sent to all Truth-in-Taxation contacts. A listing of primary contacts and jurisdictions from last year's survey is provided. A reply (the survey) for each jurisdiction is required. If you are not a Truth-in-Taxation contact, please let us know.

FROM: Truth-in-Taxation Team c/o Celia Israel, Tax Assessor-Collector, Voter Registrar

SUBJECT: Annual Tax Office Survey and Tax Plan

On behalf of Celia Israel, the Travis County Tax Assessor-Collector, Voter Registrar, we look forward to working with you for the 2025 Truth-in-Taxation process.

Attached is the survey we send at the start of each Truth-In-Taxation season. It is the means we use to obtain or verify data needed by us to serve you.

Please complete all required items and return the survey no later than **Monday, July 7, 2025**; earlier is better.

The survey is formatted as a PDF form. You may complete the form electronically and click 'Submit by Email', which is preferred, or you may print it, complete it manually, and mail or fax it.

We request that all jurisdictions complete and return Items 1 through 5 (on page 1 and 2) of the survey to verify contact and other important information. If you want us to run the calculations for you, we will need the **entire** survey completed. Page 4 applies only if you have qualified debt. In item 16 (debt service), we need detail only if we are calculating for you; otherwise you may just enter a total at the bottom of the table.

Also attached is a tax planning calendar worksheet that you may find helpful. It is adapted from the Texas Comptroller website. For the most current TnT information, please visit the Texas Comptroller web site at:

<https://comptroller.texas.gov/taxes/property-tax/truth-in-taxation/index.php>

Please note by **August 7th or soon thereafter**, you must post the No-New-Revenue tax rate, the Voter-Approval tax rate, and an explanation of how they were calculated to your entity's website, as well as the Travis Taxes portal. The homepage to use is the Travis Taxes portal website (<https://travis.trueprodigy-portal.com/login>) that was provided by the Travis Central Appraisal District.

Your governing body must adopt their 2025 tax rates no later than **September 30th**.

The Comptroller's Office & the Tax Office provide technical assistance, not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate calculations. Please feel free to contact us or the Texas Comptroller's Office at any time for assistance. The Texas Comptroller can be reached at **800-252-9121 (press 2)** or by email ptad.cpa@cpa.texas.gov.



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Date

2025 EFFECTIVE TAX RATE SURVEY

(Please complete and return to the Travis County Tax Office not later than July 7)

Type the full legal name and corresponding contact information for your jurisdiction below:

Jurisdiction Name Phone (area code and number)

Jurisdiction Address Jurisdiction Website

ALL JURISDICTIONS, PLEASE COMPLETE ITEMS 1 THROUGH 5 (NEXT PAGE), AT MINIMUM

1. Contact Information

(a) Administrative Contact (please enter only one name)

This is the jurisdiction's primary liason with the Tax Office concerning the Truth in Taxation process, and must be familiar with and be able to discuss the information on the following pages.

Name	Title	Organization

Address	City	State	Zip

Phone	Fax	Email

(b) Administrative Email Distribution

These are additional contacts the jurisdiction would like copied on Truth in Taxation emails.

Email	Email

Email	Email

(c) Public Information Contact (please enter only one name)

This is the agency or individual to whom we should refer citizens wishing to contact the jurisdiction.

Name	Title	Organization

Address	City	State	Zip

Phone	Fax	Email

(d) Governing Body Chair

This is the jurisdiction's Mayor, President of the Board, etc.

Name	Title

Contact Information (continued)

(e) Accounting Contact **(please enter only one name)**

This is the agency or individual to whom we should send property tax disbursement reports.

Name	Title	Organization

Address	City	State	Zip

Phone	Fax	Email

2. Did your jurisdiction implement or change an optional exemptions or over age 65/disabled tax limitations since last year?

- ☐ Yes If yes, please attach a copy of the implementing ordinance, order, or resolution. If your unit adopts, amends, or repeals any optional exemptions, you must notify the Appraisal District within 30 days of the decision (Tax Code, Sec. 6.08).
- ☐ No

3. Please indicate the date you plan to adopt your tax rate **(no later than September 30)**

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4. Please indicate your qualifying jurisdiction type.

Special Taxing Unit (i.e. Junior College or Hospital District)	School District without Ch. 313
City (Population >30,000)	School District with Ch. 313
City (Population <30,000)	Developed Water District
Emergency Services District	Low Rate or Developing Water District

5. Do you wish for us to calculate your No-New-Revenue and Voter-Approval Tax Rates?

- ☐ Yes If yes, please complete the remainder of this survey.
- ☐ No

6. Did your jurisdiction annex any property with an effective date between January 2, 2024 and January 1, 2025 (inclusive)?

- ☐ Yes
- ☐ No

7. Did your jurisdiction deannex any property with an effective date between January 2, 2024 and January 1, 2025 (inclusive)?

- ☐ Yes
- ☐ No

8. Did your jurisdiction transfer a function to or receive a function from another taxing unit on or after July 1, 2024?

- ☐ Yes
- ☐ No

9. Did your jurisdiction apply for and receive a TCEQ determination on pollution control property in 2024?

- ☐ Yes If yes, please attach a copy of the TCEQ determination letter.
- ☐ No

10. Does your jurisdiction participate in a Tax Increment Financing Zone? (TNT Website: Cities and Counties)

- ☐ Yes If yes, we will contact you for additional information.
- ☐ No

11. Is your jurisdiction claiming enhanced indigent health care expenditures for this year ?
(TnT Website: Cities and Counties)

- ☐ Yes If yes, indicate the amount here:
- ☐ No

12. (Cities Only) Does your jurisdiction levy a sales tax specifically to reduce property taxes?

- ☐ Yes If yes, we will contact you for additional information.
- ☐ No

13. (School Districts Only) Please complete the items below only if you wish for us to complete the TnT worksheets. You may contact the Texas Education Agency's State Funding Division at (512) 463-9238. Please attach a copy of your completed TEA Worksheet VATR calculation tab.

If the district is approved for state aid for qualified debt payments on instructional facilities, please enter amount here:

14. SCHEDULE A: Unencumbered Fund Balances (not applicable to School Districts)

Enter the balances you expect will be left in the unit's property tax accounts at the end of the current fiscal year. Do not include amounts already encumbered.

M & O Funds

I & S Funds

Total Funds

15. SCHEDULE B: Debt Services (if applicable)

Include any long-term debts that are secured by property taxes. On the following page, enter only the amounts to be paid from 2025 property tax revenues (or revenues from additional sales tax levied to offset property tax, if applicable). You may attach a separate form if more convenient, but please be sure to include the information for both Item 16 and Item 17 on the following page.

'Debt' means the interest and principle that will be paid on debts that:

- (1) are paid by property taxes,
- (2) are secured by property taxes,
- (3) are scheduled for payment over a period longer than one year and
- (4) are not classified in the unit's budget as M&O expenses.

Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments.

For more details on what qualifies for debt service, refer to the Texas Comptroller's Website or to the Texas Property Tax Code, Section 26.04(e)(3).

(continued on next page)

16. SCHEDULE B: Debt Services (continued)

Description of Debt	Principal or Contract Payment to be Paid	Interest to be Paid	Other Amounts to be Paid	Total Payment

(If you require additional lines, please attach a separate sheet)

Total Amount Required for 2025 Debt Service

17. (Only if applicable) Enter amount to be paid from funds listed in Schedule A or from other sources

A:

Other:

OR Enter your Target Debt Rate

NOTE: The remainder of Schedule B will be provided by our office.



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2025 TAX PLANNING CALENDAR

Both the Tax Office and the Comptroller's office provide the following information as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

- June 10 Tax Assessor-Collector emails data surveys.
- July 7 Deadline for completing and returning surveys to Tax Office.
- July 10 Tax Assessor-Collector certifies anticipated collection rate and excess debt collections to jurisdictions.
- July 25 Deadline for Chief Appraiser to send estimated and/or certified appraisal rolls to jurisdictions.
- July 25 Tax Office begins calculations for the No-New-Revenue and Voter-Approval Tax Rate publication. The Tax Office must have your completed survey in order to do this. ***No calculation revisions will be done after August 7th.**

The items listed below are not applicable to School Districts, Small Taxing Units (refer to the TNT Website: Small Taxing Units), Water Districts (refer to Section 49 of the Water Code), or Cities with a population of 30,000 that do not meet the definition of a Special Taxing Unit (refer to the TNT Website: Special Taxing Units). Each entity is responsible for their own publications. Refer to TNT website (<https://comptroller.texas.gov/taxes/property-tax/truth-in-taxation/notices.php>) for notice requirements.

- Aug 7 Form **50-212 Notice of Tax Rate** is published on both the entity's website and on the Travis Taxes portal (<https://travis.trueprodigy-portal.com/login>).
- Aug 7 A copy for the 2025 Tax Rate Worksheet and a list of the Governing Body member information (including each member's name, the taxing unit mailing address, email address, and telephone number, and each member's official contact information if different from the taxing unit's) must be provided to the Tax Office for ALL JURISDICTIONS.

Small taxing units have no public hearing requirement. All other taxing units hold one public hearing. Refer to the TNT website (<https://comptroller.texas.gov/taxes/property-tax/truth-in-taxation/hearings.php>) for hearing requirements.

_____ (Open Meetings Notice)

_____ Meeting of Governing Body to discuss tax rate (Only 1 public hearing required).

_____ Notice of Public Meeting to Discuss Budget and Proposed Tax Rate 10 to 30 days before the public meeting date.
_____ (School districts with a July 1 fiscal year adopt budgets in June and follow a different schedule).

Tax Rate Adoption - Items marked with an asterisk(*) trigger an election or petition if the adopted 2025 tax rate is:

_____ If ADOPTED TAX RATE is **BELOW** voter-approval tax rate - No election required

_____ *If ADOPTED TAX RATE is **ABOVE** voter-approval tax rate but **BELOW** de minimis rate - Voters may petition for an election

_____ *If ADOPTED TAX RATE is **ABOVE** voter-approval tax rate (Taxing unit does not calculate de minimis rate) - Election required

_____ *If ADOPTED TAX RATE is **ABOVE** voter-approval tax rate and **ABOVE** the de minimis rate - Election required

***Sept 30** Deadline for submitting adopted tax rate to the tax office and notifying both the tax office and TCAD if tax rate has triggered an election.