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Tarrant County Clerk

3:23 pm, Jun 02 2023

Mary Louise Nicholson  
County Clerk

by LMWillis



**Notice is hereby given that on June 9, 2023, the Board of Directors of Tarrant Appraisal District will meet in open session beginning at 9:00 a.m. at 2500 Handley-Ederville Road, Fort Worth, Texas**

The meeting will also be broadcast live on Facebook. The link for the broadcast:

<https://www.facebook.com/TarrantAD>

## **AGENDA**

- 1. Call to Order**
- 2. Verify Presence of Quorum and Posting of Meeting Notice**
- 3. Reorganization of the Board to fill the vacant Chair position**
- 4. Pledges of Allegiance**
- 5. Invocation**
- 6. Recognize Visitors; Hear Public Comments**
- 7. Action Items**
  - a. Action regarding approval of Board of Directors meeting minutes - May 12, 2023
  - b. Discussion and possible action on TAD's policy on Unauthorized Outside Employment / Self-Employment (conflict of interest)
  - c. Consider Authorization of Refund/Credit of Unspent Revenue from Fiscal Year 2022
  - d. Discussion and possible action on follow-up to 2024 Budget Workshop – Communication Consulting Services Expenses and Business Continuity/Disaster Recovery Cloud Services (network security) and Testing Services

3:24 pm, Jun 02 2023

Mary Louise Nicholson  
County Clerk

by LMWillis

## 8. Information Items

- a. Report by Taxpayer Liaison Officer
- b. Report by Appraisal Review Board Chairman
- c. Report by Chief Appraiser

Notification of appraisal record submission to the Appraisal Review Board

Verification that all TAD employees who have access to the computer system or database have completed cybersecurity training for the compliance year ending June 14, 2023 provided by the Texas Department of Information Resources (DIR)

Update on 2023 reappraisal efforts and taxpayer protests

## 9. Recess to executive session pursuant to the following part(s) of the Texas Open Meetings Act Government Code Ch. 551, for the following purposes:

Section 551.089 – Deliberation regarding security devices including security assessments or deployments relating to information resources technology and network security information.

Section 551.074 - Deliberation on personnel matters related to the Chief Appraiser including deliberations on the "letter of repair" delivered to the Chief Appraiser on April 10, 2023.

## 10. Return to Open Session

Vote on any matters considered in executive session

## 11. Propose Future Agenda Items; Set Next Meeting Date; Adjourn

Next meeting date: Friday, August 11, 2023

Jeff Law  
Executive Director/Chief Appraiser

The public is invited to address the Board during the Public Comments period under Agenda Item 6 regarding any item on the Agenda and other issues under the Board's jurisdiction. During the Public Comments period, the Chairman will allow each speaker five minutes but may expand the time as needed if doing so will not interfere with the Board's completing its business and adjourning its meeting at a reasonable time. The Board may refuse to hear comments on subjects not reasonably related to items on the Agenda, to policies and procedures of Tarrant Appraisal District or Tarrant Appraisal Review Board, or to other issues under the Board's jurisdiction. The Board may not respond to comments regarding items not on the Agenda.

**Action Item 7(a): Action Regarding Approval of Board of Directors Meeting Minutes –May 12, 2023**

**Staff Recommendation:**

**Approve May 12, 2023 Board of Directors Meeting Minutes as presented.**

**Tarrant Appraisal District  
Board of Directors Meeting Minutes  
May 12, 2023**

This meeting was conducted “in person” and in compliance with the Open Meetings Act as written in statute and was broadcast live on Facebook. A quorum of the members of the Board attended in person at TAD offices.

These minutes are a summary of the only subjects the board addressed and the actions it took. For details, see the Agenda and Audio posted on TAD’s website at this URL:

<https://www.tad.org/about/board-of-directors>

and Video Recording posted at:

<https://www.facebook.com/TarrantADD>

**Members Present:**

Ms. Wendy Burgess, Tax Assessor Collector (9:05 arrival)  
Mr. Rich DeOtte, Secretary, Presiding Officer  
Mr. Jungus Jordan  
Mr. J.R. Martinez  
Mr. Tony Pompa (2:08pm departure)  
Mr. Vince Puente

**Also Participating:**

Mr. Jeff Law, Chief Appraiser  
Mr. Matthew Tepper, TAD Attorney

Mr. DeOtte called the meeting to order at 9:03am, verified a quorum was present, that the notice was posted timely. After the pledges and invocation, the board took up the following agenda items:

**5. Recognize Visitors; Hear Public Comments**

Five members of the public spoke.

**6. Action Items**

a. Consent Agenda Items

- (1) Action regarding approval of Board of Directors meeting minutes – February 10, March 3, March 17, April 10, 2023.
- (2) Action regarding staff recommendation for renewal of End User License Agreements (EULA) for Marshall & Swift Rate Tables and Moore’s Precision Rate Tables.

Mr. Jordan moved to approve the meeting minutes for the February 10, March 3, March 17, April 10, 2023 meetings. Mr. Martinez seconded. Mr. Jordan withdrew the motion when Mr. DeOtte realized there were two items on the consent agenda.

Mr. Pompa asked that item 6(A)(2) be removed from the consent agenda. Mr. Pompa then moved to approve the consent agenda with the removal of Item (2) Mr.

Puente seconded the approval of the one item remaining on the consent agenda and the motion passed unanimously.

Following a discussion on Item 6(a)(2) in which Mr. Law gave information on Item 6(a)(2), Mr. Pompa moved to approve the staff recommendation to approve the EULA agreements as presented in item 6(a)(2); Mr. Puente moved to second and the motion was approved unanimously.

- b. Consider accepting the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2022

Patillo, Brown & Hill, LLP's auditor, Kent Willis, summarized the report confirming that the financial documentation was in compliance and unmodified (clean) with no need to modify. He commended the District for being awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for now 34 consecutive years. He commended Terrisa Stewart, Finance Officer, for her excellent work and he answered questions from the board. Mr. Jordan moved to accept the report and Mr. Martinez seconded the motion. The report was passed unanimously.

## **7. Discussion Items**

- a. Discussion about Tarrant Appraisal District's computer systems to include functionality of the website, ability to accept and process online protests and the availability of information for property owners and agents.

Mr. Law spoke to the board regarding web site changes needed for the sake of cybersecurity and adding additional functionality like two-factor authentication. He mentioned the video on TAD's website and YouTube channel to assist taxpayers in creating a new log in. Mr. Law and Mr. Cal Wood, Information Services Director, answered questions from the board.

Mr. Jordan suggested taking up Item 8 ahead of 7(b) and Mr. DeOtte agreed to make that change. The board recessed for a ten-minute break and came back at 11:57am.

## **8. Information Items**

- a. Report by Taxpayer Liaison Officer
- b. Report by Chief Appraiser

Update on 2023 reappraisal; notifications and appraisal protests

Mr. DeOtte suggested the board dismiss Items 9 & 10 regarding the executive session. Mr. Pompa moved to remove the executive session and Mr. Jordan seconded the motion. Mr. Puente abstained and the remaining voting members voted yes, 4-0. The motion passed; Items 9 & 10 were removed and not discussed.

**~~9. Recess to executive session pursuant to the following part(s) of the Texas Open Meetings Act Government Code Ch. 551, for the following purposes:~~**

~~Section 551.074 — Deliberation on personnel matters related to the Chief Appraiser including deliberations on the “letter of repair” delivered to the Chief Appraiser on April 10, 2023.~~

~~**10. Return to Open Session**~~

~~a. Vote on any matters considered in executive session~~

**7. Discussion Items cont.**

b. Budget workshop – discussion only; no action to be taken

Jeff Craig, Director of Administration, presented the proposed 2024 budget.

**11. Propose Future Agenda Items; Set Next Meeting Date; Adjourn**

- Communications firm present to the board
- Proposed Conflict of Interest policy
- Proposed budget for additional discussion
- Letter of Repair for executive session

The next regular meeting was announced as June 9<sup>th</sup> and the meeting was adjourned at 2:11pm.

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Rich DeOtte, Secretary/ Presiding Officer

**Action Item 7(b): Discussion and possible action on TAD’s policy on Unauthorized Outside Employment/Self-Employment (conflict of interest)**

At its February 10, 2023 Board of Directors meeting, TAD Directors formed a subcommittee and charged the committee with review of current conflict of interest policy and possible recommendations for action at a later meeting. The minutes of that action:

a. Discussion and possible action on TAD’s conflict of interest policy

Mr. Pompa made a motion to form a subcommittee consisting of Mr. Martinez, Jeff Craig, TAD Director of Administration, and Matthew Tepper, TAD Attorney, to review TAD’s conflict of interest policy and form a staff recommendation for possible action at a later meeting. Mr. Martinez seconded the motion and it passed unanimously.

As a result, requests were made of a number of appraisal districts that would face similar kinds of potential conflict to provide policies they have regarding conflicts of interest. After review of current policy and those of similar organizations, the subcommittee met and deliberated and makes a recommendation as to some clarification to current policy on unauthorized outside employment / self-employment (conflict of interest) and suggests an additional document be added to the onboarding process for acknowledgement that will further clarify policy for incoming employees.

A comparison of the existing policy and the modified policy and the proposed “Letter of Understanding” follow this page.

**Staff Recommendation:**

**Approve and adopt the revision to TAD’s Unauthorized Outside Employment /Self-Employment (conflict of interest) policy**

**Current and Revised TAD Policy on Unauthorized Outside  
Employment/Self-Employment**



### **Unauthorized Outside Employment/Self-Employment (CURRENT POLICY)**

TAD employees shall not engage in any business, trade, occupation or profession outside of their TAD employment which:

- (1) Brings TAD into disrepute;
- (2) Constitutes a conflict of interest, including appraising, listing or serving as a real estate agent or broker for the sale, trade, lease, or rental of property located in Tarrant County and not owned or occupied by the employee;
- (3) Interferes with the performance of an employee's job duties and responsibilities;
- (4) Involves the use, and/or results in the misuse, of TAD property, time or an employee's position with TAD; or
- (5) Discredits either an employee or TAD.

### **Unauthorized Outside Employment/Self-Employment (REVISION)**

TAD employees shall not engage in any business, trade, occupation or profession outside of their TAD employment which:

- (1) Brings TAD into disrepute;
- (2) Constitutes a conflict of interest, including appraising, listing, or serving as a real estate agent or broker for the sale, trade, lease, or rental of property.

Employees of the District are specifically prohibited from performing any type of property tax consulting services at any location in or out of Tarrant County. Employees are specifically prohibited from performing any type of fee appraisal service within Tarrant County. Fee appraisals include any type of appraisal work for which the individual receives anything of value including but not limited to cash, material goods, discounts, products, or services.

Employees are also prohibited from participating in any type of real estate activity involving the personal use of one's real estate license or broker license within Tarrant County. Those with a real estate broker's or agent's license cannot receive any commission, compensation or referral fee from any real estate transaction for any properties in Tarrant County.

- (3) Interferes with the performance of an employee's job duties and responsibilities;
- (4) Involves the use, and/or results in the misuse, of TAD property, time or an employee's position with TAD; or
- (5) Discredits either an employee or TAD.

Current SECONDARY EMPLOYMENT REQUEST FORM

and recommended additional

LETTER OF UNDERSTANDING REGARDING  
UNAUTHORIZED OUTSIDE EMPLOYMENT / SELF-  
EMPLOYMENT





## Letter of Understanding regarding unauthorized outside employment/self-employment

In compliance with the Tarrant Appraisal District policy on employee conduct regarding Unauthorized Outside Employment/Self-Employment (12.0.p) that might pose a potential conflict of interest that states:

TAD employees shall not engage in any business, trade, occupation or profession outside of their TAD employment which:

- (1) Brings TAD into disrepute;
- (2) Constitutes a conflict of interest, including appraising, listing, or serving as a real estate agent or broker for the sale, trade, lease, or rental of property.

Employees of the District are specifically prohibited from performing any type of property tax consulting services at any location in or out of Tarrant County. Employees are specifically prohibited from performing any type of fee appraisal service within Tarrant County. Fee appraisals include any type of appraisal work for which the individual receives anything of value including but not limited to cash, material goods, discounts, products, or services.

Employees are also prohibited from participating in any type of real estate activity involving the personal use of one's real estate license or broker license within Tarrant County. Those with a real estate broker's or agent's license cannot receive any commission, compensation or referral fee from any real estate transaction for any properties in Tarrant County;

- (3) Interferes with the performance of an employee's job duties and responsibilities;
- (4) Involves the use, and/or results in the misuse, of TAD property, time or an employee's position with TAD; or
- (5) Discredits either an employee or TAD.

I understand that violation of this policy may subject me to discipline under the Tarrant Appraisal District personnel policies and procedures.

Signed: \_\_\_\_\_

TDLR # \_\_\_\_\_

**Action Item 7(c): Consider Authorization of Refund/Credit of Unspent Revenue  
From Fiscal Year 2022**

For fiscal year ending December 31, 2022, entity revenues exceeded expenditures in the amount of \$689,435.

Section 6.061(j) of the Texas Property Tax Code states:

If the total amount of the payments made or due to be made by the taxing units participating in an appraisal district exceeds the amount actually spent or obligated to be spent during the fiscal year for which the payments were made, the chief appraiser shall credit the excess amount against each taxing unit's allocated payments for the following year in proportion to the amount of each unit's budget allocation for the fiscal year for which the payments were made.

**Staff Recommendation:**

**It is recommended that an amount of \$689,435 be credited or refunded to the taxing entities from the FY 2022 budget.**

**Action Item 7(d):** Discussion and possible action on follow-up to 2024 Budget Workshop – Communication Consulting Services Expenses and Business Continuity/Disaster Recovery Cloud Services (network security) and Testing Services