



**Notice is hereby given that on March 1, 2024, the Board of Directors of Tarrant Appraisal District will meet in open session beginning at 8:00 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. Pledges of Allegiance**
- 4. Invocation**
- 5. Recognize Visitors; Hear Public Comments**
- 6. Information Items**

- a. Report by Chief Appraiser

Updates regarding: Staff Introduction, Public Outreach, Property Value Study, Training & Education, CAMA Conversion & Building

## **7. Action Items**

- a. Consent Agenda Items:
  - (1) Action regarding approval of Board of Directors meeting minutes – February 9, 2024
  - (2) Action regarding staff recommendation for renewal of End User License Agreements (EULA) for Marshall & Swift Rate Tables and Moore's Precision Rate Tables
  - (3) Action regarding approval of contract for McCreary, Veselka, Bragg & Allen, PC to serve as the legal counsel for the Board of Directors
- b. Review, deliberate and action on contracts, billing agreements, verbal or written in excess of \$50,000 not previously reviewed
- c. Review and discuss salary and position changes not originally listed in the 2024 budget

- d. Review, discuss and possible action on TAD Personnel Policy Manual changes
- e. Review, discuss and action on ballot for upcoming Board of Directors general election
- f. Deliberate and act on possible revisions to TAD Board of Director's Policy Manual

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

Next meeting date: Friday, May 10, 2024

Joe Don Bobbitt  
Executive Director/Chief Appraiser

The public is invited to address the Board during the Public Comments period under Agenda Item 5 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.

## Information Item 6(a): Report by Chief Appraiser

# Chief Appraiser Report

**Staff Introduction:** Donna Perlick, Director of Support Services.

**Public Outreach:**

- 2/8 Entity Meeting
- 2/12 Mr. Bennett requested meeting regarding policies moving forward
- 2/13 Mr. Crouch meeting regarding historical context and policy and legislative suggestions
- 2/13 Homebuilder Association regarding inventory and scheduling a presentation
- 2/19 Ricardo gave presentation to Polytechnic Heights South Neighborhood Association
- 2/22 meeting with concerned taxpayer
- 2/22 Mr. Dodson meeting regarding IT issues and plans
- 2/29 Presentation for Appraisal Institute of Central Texas

**Property Value Study:**

2023 APPRAISAL DISTRICT RATIO STUDY							
220-Tarrant							
Category	Number of Ratios **	2023 CAD Reported Appraisal Value	Median Level of Appraisal	Coefficient of Dispersion	% Ratios within (+/-) 10 % of Median	% Ratios within (+/-) 25 % of Median	Price - Related Differential
<b>A.SINGLE-FAMILY RESIDENCES</b>	8,962	214,263,231,304	1	6.98	76.84	95.99	1.01
<b>B.MULTI-FAMILY RESIDENCES</b>	282	34,654,958,834	0.99	6.7	79.79	93.97	0.99
<b>F1.COMMERCIAL REAL</b>	632	48,563,333,131	0.97	12.48	64.56	82.59	1.02
<b>J.UTILITIES</b>	30	4,791,794,527	0.89	5.62	86.67	100	0.94
<b>L1.COMMERCIAL PERSONAL</b>	411	30,330,978,489	1	4.97	84.91	97.32	1
<b>OVERALL</b>	10,486	348,161,176,769	1	7.8	75.29	94.09	1.01
Preferred ranges and explanations			1	5-15 homogenous 5-25 diverse		.98-1.03 >1 Regressive	
<a href="https://comptroller.texas.gov/auto-data/PT2/ratio-study/2023/2200000001A.php">https://comptroller.texas.gov/auto-data/PT2/ratio-study/2023/2200000001A.php</a>							

- 2023 Comptroller Ratios studied 129 appraisal districts
- 42 Below .95 Ratio
- 86 Within .95-1.05 ratio
- 1 Exceeding 1.05 Ratio

**Training & Education:** Attended TAAD Conference in Houston for required continuing education hours. Demonstrations and displays for several appraisal system vendors.

**CAMA Conversion:** Possible timeline for selecting Computer Assisted Mass Appraisal (CAMA)

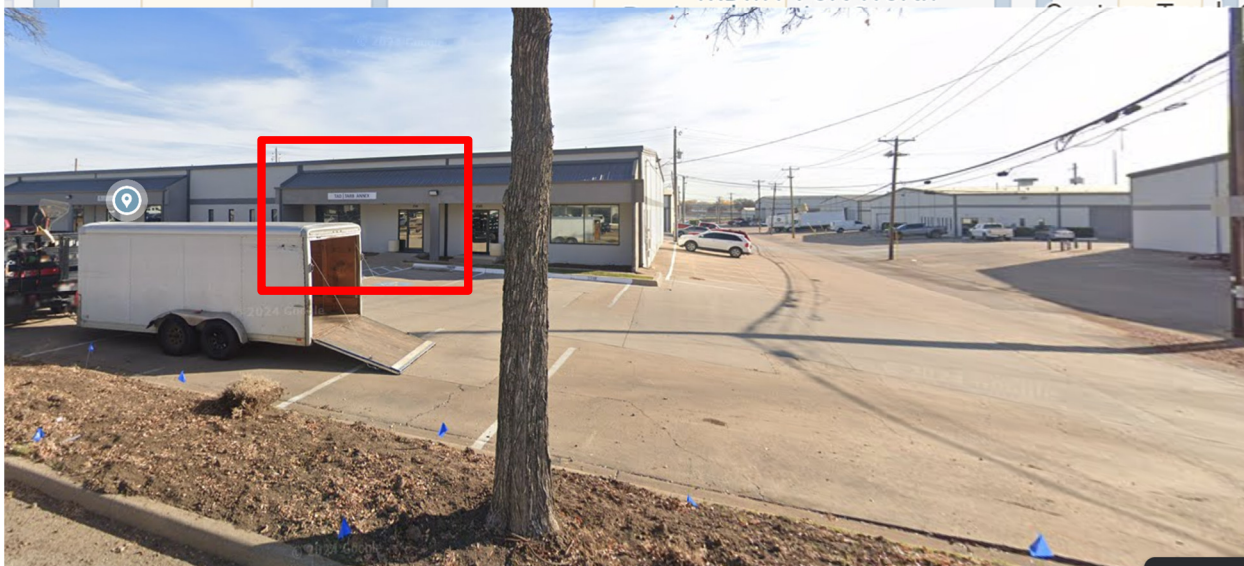
- May 2024- submit a request for proposals
- June 2024- Narrow field to 3 possible vendors for presentations to board and public
- July 2024- award proposal to vendor
- August 2024- Finalize contract and implementation timeline
- December 2024/January 2025- Begin data conversion
- April 2025- Training and Testing of key processes
- August 2025- Final testing and Shut down Aumentum Servers

**Building:**

Current building lobby is inadequate for amount of traffic during summer

- Review existing redesign plans that utilize existing footprint only changing interior layout
- Virtual meetings have been successfully used in some counties alleviating expense and need for additional space
- Relocate to larger vacant office space
- Acquire separate TARB building

Current TARB Annex for tax agents.



**Action Item 7(a)(1): Action regarding approval of Board of Directors meeting minutes – February 9, 2024**

**Staff Recommendation:**

**Approve February 9, 2024 Board of Directors meeting minutes as presented.**

**Tarrant Appraisal District  
Board of Directors Meeting Minutes  
February 9, 2024**

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 & Video posted on TAD’s website at this URL: <https://www.tad.org/board-of-directors> and Video Recording posted at: <https://www.facebook.com/TarrantAD>

**Members Present:**

Ms. Wendy Burgess, Tax Assessor Collector  
Mr. Rich DeOtte  
Mr. Alan Blaylock  
Mr. Gary Losada (remote)  
Ms. Gloria Peña, Secretary  
Mr. Vince Puente, Chairman

**Also Participating:**

Mr. Joe Don Bobbitt, Chief Appraiser  
Mr. Brad Patrick Director of Administration  
Mr. Matthew Tepper, TAD Attorney

Vince Puente called the meeting to order at 8:02am and verified a quorum was present. And that the notice was posted timely. After pledges and the Invocation, the Board took up the following agenda items:

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

Three members of the public spoke.

**6. Legislative Update & Board of Director Training: TAD Attorney Matthew Tepper**

Matthew Tepper gave an update of laws passed in the last Texas legislative year that affect appraisal districts and gave training to the board regarding their duties.

**7. Action Items**

**a. Consent Agenda Items:**

Ms. Peña removed the January meeting minutes from Item 7a(1) of the consent agenda and Mr. Blaylock removed the remaining Items 7a(1-2) from the consent agenda. The remaining Item 7a(3) was taken up.

**7a(3) Action regarding approval for Chief Appraiser to purchase online ESRI (mapping software) hosted service on an annual basis.**

Mr. Blaylock moved to approve the staff recommendation for 7a(3) to contract with New Edge in an amount not to exceed \$30,500 and Mr. DeOtte seconded. The motion passed unanimously, 5-0.

**7a(1) Action regarding approval of Board of Directors meeting minutes - December 14, 2023; December 21, 2023; & January 12, 2024.**

Mr. DeOtte moved to accept the Meeting Minutes from December 14 and 21, 2023 and Mr. Blaylock seconded. The motion passed 2-0, with abstentions from Mr. Blaylock, Mr. Losada, and Ms. Peña. Ms. Peña moved to accept the Meeting Minutes from January 12, 2024 and Mr. DeOtte seconded. The motion passed unanimously, 5-0.

**7a(2) Action regarding consent to Agricultural Advisory Board member appointment.**

Mr. Losada moved to approve the staff recommendation that Casey Amundson (two-year term 2024-2025), Michael J. Murphy (one-year term 2024), and Katrina J. Semnes (one-year term 2024) be appointed as agricultural advisory members and Ms. Peña seconded. The motion passed unanimously 5-0.

**b. Deliberate and act on authorization for Chief Appraiser to contract with GIS consultant.**

Ms. Peña moved to approve the contract with SIGIS, LLC at a cost not to exceed \$88,000 and Mr. Blaylock seconded. The vote passed 5-0.

**c. Deliberate and act on authorization for Chief Appraiser to contract with insurance consultant service.**

Mr. Puente abstained as Higginbotham is a client of a company of his. Mr. Losada moved to pass the staff recommendation to contract with Higginbotham for \$50,000 and Ms. Peña seconded and the motion passed, 4-0.

**d. Review, deliberate, and action on contracts, billing agreement, verbal or written in excess of \$50,000 not previously reviewed.**

No action was taken on this item. The Chair asked Mr. Bobbitt to bring background of the reason for the \$25,000 cap on IS purchasing.

**e. Deliberate and act on possible revisions to TAD Board of Director's Policy Manual.**

Ms. Peña moved to table the item and Mr. DeOtte seconded; This passed 4-1, Mr. Losada voted against.

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

At 11:15am, the Board recessed into Executive Session as provided in Item 8 of the Agenda.

Section 551.076 - Deliberation regarding security devices, security software or security audits.

Section 551.071 - Deliberation on a matter in which the Board of Directors seeks the advice of its attorney about contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, related to

## **9. Return to Open Session for Possible Action on Items Deliberated on in Executive/Closed Session.**

At 1:05pm, the Board returned to Open Session as provided in Item 9 of the Agenda.

- a. Security devices, security software and/or security audits.
- b. Statements made by Tarrant Appraisal District's former Director of Information Services regarding the Tarrant Appraisal District's information systems

Mr. DeOtte moved to release the Apollo report on March 1<sup>st</sup> and Mr. Blaylock seconded. The motion passed 5-0.

## **10. Action Items, cont.**

- a. **Deliberate and act on authorization for Chief Appraiser to contract with a website developer.**

Mr. DeOtte moved to approve the staff recommendation to contract with Improving Dallas in the amount not to exceed \$24,700 and Mr. Blaylock seconded. The motion passed 5-0.

- b. **Deliberate and act on authorization for the Chief Appraiser to purchase updated door entry system hardware and software for the TAD offices and consider action of moving committed funds to the general fund to cover cost**

Ms. Peña moved to approve the staff recommendation and Mr. Losada seconded. Mr. DeOtte read the staff recommendation as a friendly amendment to authorize the Chief Appraiser to engage EMC Integrated Systems Group for the purchase of a door entry key card hardware and software for TAD's main office and off-site location for an amount not to exceed \$44,140 from the building maintenance fund to the general fund and Mr. Blaylock seconded. Ms. Peña accepted the amendment and the motion passed 5-0.

## **11. Discussion Items**

- a. Upcoming Purchases/Agenda Items
  - (1) Microsoft Office 365
  - (2) VOIP Phone updates for main building

Ms. Pena moved to table Item 11a for the next meeting and Mr. DeOtte seconded; the vote was unanimous, 5-0.

## **12. Information Items**

- a. **Report by Taxpayer Liaison Officer**
- b. **Report by ARB Chairman**



**c. Report by Chief Appraiser – Updates regarding: Appraisals, Entity Totals, Protests, Arbitrations, Lawsuits, Methods & Procedures Audit, Property Value Study Results, Training & Education, Open Records Requests, Building, Contracts, Financial, Salaries, Google Reviews and Survey Responses, and Miscellaneous Issues; Staff Introduction**

Mr. Bobbitt said he is prioritizing IS Security, replacing CAMA at an estimated cost of \$3 million with an additional data conversion cost of \$1 million, and bringing TAD into a new building. He also said he plans to make William Durham the new Deputy Chief Appraiser.

**13. Propose future agenda items; Set Next Meeting Date; Adjourn**

Items 7d, 7e and 11a were proposed as future agenda items. The board expects to meet in a called meeting on March 1<sup>st</sup> and the next regular meeting date is expected to be May 10<sup>th</sup>, 2024. The meeting adjourned at 1:34pm.

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Vince Puente, Presiding Officer

**Action Item 7(a)(2): Action regarding staff recommendation for renewal of End User License Agreements (EULA) for Marshall & Swift Rate Tables and Moore's Precision Rate Tables**

The Texas Property Tax Code in Section 23.011 specifies that “if the chief appraiser uses the cost method of appraisal to determine the market value of real property, the chief appraiser shall use cost data obtained from generally accepted sources”.

TAD licenses, on an annual basis, the use of rate table data from third party proprietary sources for integration into its appraisal software to aid in the valuation of real properties. The use of that data is permitted through end user license agreements (EULAs). TAD purchases the licenses for the use of Marshall & Swift Cost Data for commercial properties and Moore's Precision Data for residential properties. Both vendors are nationally recognized to be “generally accepted sources” of cost data. TAD takes advantage of the volume pricing that Manatron, Inc., an approved reseller of the data, has negotiated with Marshall & Swift and Moore's. By purchasing the data through Manatron, we receive approximately a 20 percent discount versus purchasing directly from the vendors.

The prices for the rate table data for 2024 are:

Marshall & Swift - \$14,824.99

Moore's Precision Data - \$77,879.52

**Staff Recommendation:**

**Tarrant Appraisal District enter into End User License Agreements for the use of Marshall & Swift and Moore's Precision Data, through Manatron, Inc., for a one-year term with the annual license fee not to exceed \$92,704.51.**

**Budget Note:**

**This is an item budgeted annually for use with TAD's current CAMA system. Funds are available in the 2024 budget.**

**Action Item 7(a)(3): Action regarding approval of contract for McCreary, Veselka, Bragg & Allen, PC to serve as the legal counsel for the Board of Directors**

Renewal contract is attached for review and possible action. The proposed renewal is through 2024 and is at the same rate previously agreed to for 2022-2023.

**Budget Note:**

**The legal fees are included annually in the 2024 budget.**

**CONTRACT FOR LEGAL SERVICES**

**THE STATE OF TEXAS**                                 §  
   §  
**COUNTY OF TARRANT**                             §

This Contract is made and entered into by and between the Tarrant Appraisal District (the “Appraisal District”), and McCreary, Veselka, Bragg & Allen, P.C. (the “Firm”), 700 Jeffrey Way, Suite 100, Round Rock, Texas 78665.

The Appraisal District employs the Firm to provide legal services under the following terms and conditions:

1. The Firm shall provide to the Appraisal District legal advice to its Board of Directors (“Board”) in and in connection with the Board’s meetings during its 2024 term on matters relating to the Board’s duties under the Texas Property Tax Code and on matters relating to the Open Meetings Act and other governmental laws applicable to the Board.
2. The Appraisal District shall pay the Firm a fee of one hundred and ninety dollars (\$190.00) per hour for such legal advice. Law Clerk time will be billed at seventy-five dollars (\$75.00) per hour. Legal Assistant and Administrative work will be billed at sixty dollars (\$60.00) per hour.
3. In the event it becomes necessary for the Firm to travel to carry out any of its duties in conjunction with this contract, the time will be billed at one-third the rate specified in paragraph 2. Additionally, the Firm will be reimbursed for all necessary and reasonable travel expenses.
4. This agreement may be cancelled by either party upon thirty (30) days written notice to the other.

This agreement is executed on behalf of the Appraisal District by the Chairman of the Board who is authorized to execute this instrument by resolution heretofore passed and duly recorded in its minutes. Based upon the terms contained herein, the Firm accepts employment.

Dated:   2024.

McCREARY, VESELKA, BRAGG & ALLEN, P.C.

By: \_\_\_\_\_  
              Matthew Tepper  
              President

TARRANT APPRAISAL DISTRICT

By: \_\_\_\_\_  
              Vince Puente  
              Chairman of the Board of Directors

**Action Item 7(b): Review, deliberate and action on contracts, billing agreement, verbal or written in excess of \$50,000 not previously reviewed**

TAD staff is tasked with bringing contracts in excess of \$50,000 (or \$25,000 for IS related items) to the Board for approval. The purchasing policy also states purchases in the aggregate that total above these figures should also come before the board. In review of the Board's recent request, we have discovered purchases totaling \$45,500 from a vendor pertaining to work on the TAD website that did not receive Board approval. The statement of work, including price for the service, is included. The decision to move on this action was done to ensure no issues with the website came about during staff turnover in what was deemed an emergency situation. TAD staff in place currently will work to improve communication and monitoring of requirements to bring items before the Board.

**Staff Recommendation:**

**Retroactively approve TAD's engagement with Improving Dallas for the work performed on the TAD website in November and December 2023 to comply with TAD's purchasing policy.**

## STATEMENT OF WORK

This Statement of Work ("SOW") is made and entered into as of **Nov 1, 2023** by an between Tarrant Appraisal District ("Client") and Improving Enterprises, Inc. ("Improving") and is subject to and governed by the Improving Master Services Agreement dated March 21, 2023 between Client and Improving (together with Client "the Parties"). For good and valuable consideration, the adequacy and receipt of which are hereby acknowledged by the Parties hereto and the Parties agree as follows:

- I. **Description of Project:** Improving shall provide technical consulting services (referred to herein as "Services"). The Services include but are not limited to software programming, load generation, development, software design, software testing, requirements capture, documentation, status reporting, coaching, training, management consulting and other related services as specified by Client.
2. **Personnel:** Improving will provide the following consulting resources to Client:

Role(s)	Start Date	End Date
Developer	Nov 1, 2023	8 weeks

3. **Anticipated Duration of Engagement:** The dates provided may be subject to change and will be subject to ongoing review by the Parties. The Parties agree to work cooperatively to adjust the duration of the engagement as necessary to achieve the completion of the project. The duration of the engagement may be modified by a written agreement between the parties.
4. **Time & Material Fees:** The fees for the consulting resources described in Section 2 are defined hereinbelow. Each fee represents the billable hourly rate for each resource.

Role(s)	Hourly Rate
Developer	\$ 130/hr

5. **Travel Expenses:** Any travel and related expenses to be reimbursed by Client shall be authorized by Client in advance and in writing, shall be reasonable and customary and shall be subject to and governed by Client's Travel-Expense Reimbursement Policy.
6. **Equipment:** Client shall provide Improving with all reasonably necessary development and office automation equipment required for the completion of the Services.
7. **Software and Client Materials:** Client shall provide Improving with all reasonably necessary development, client materials, and office automation software required for the completion of the system or other designated projects.

**IN WITNESS WHEREOF**, the undersigned have caused this Statement of Work to be executed as of the day and year first set forth above.

IMPROVING ENTERPRISES, INC.

By:  \_\_\_\_\_

Printed Name: Allana Luterman

Title: Senior Account Manager

Date: Nov 1, 2023

TARRANT APPRAISAL DISTRICT

By:  \_\_\_\_\_

Printed Name: Brian Lipka

Title: Director of IS(interim)

Date: Nov 1, 2023

**Action Item 7(c): Review and discuss salary and position changes not originally listed in 2024 budget**

After review of the current staffing situation, we are requesting the following changes. The requested changes do not increase the overall budget for salaries and does not increase the dollar amount spent by the entities or the overall headcount of employees for 2024.

Salary Only Adjustments		
<b>Current Position</b>	Chief Appraiser	Director of Business Personal Property
<b>Current Department</b>	Administration	Business Personal Property
<b>Proposed New Position</b>	No Change	No Change
<b>Proposed New Department</b>	No Change	No Change
<b>2024 Budgeted Salary</b>	\$209,117	\$146,016
<b>2024 Actual/Proposed Salary</b>	\$250,000	\$162,011

Position & Salary Adjustments	
<b>Current Position</b>	Director of Commercial Appraisal
<b>Current Department</b>	Commercial
<b>Proposed New Position</b>	Deputy Chief Appraiser/Director of Commercial
<b>Proposed New Department</b>	No Change
<b>2024 Budgeted Salary</b>	\$162,968
<b>2024 Actual/Proposed Salary</b>	\$201,074

Position Only Adjustments			
<b>Current Position</b>	Residential Division Manager	Support Service Specialist	Exemption Specialist I
<b>Current Department</b>	Residential	Commercial	Support Services
<b>Proposed New Position</b>	Quality Assurance Manager	Administrative Specialist	Customer Service Representative I
<b>Proposed New Department</b>	Administration	Administration	Support Services

**Staff Recommendation:**

**Authorize staff to proceed with a proposed budget amendment through the prescribed manner described in the Texas Property Tax Code.**



## **Action Item 7(d): Review, discuss and possible action on Personnel Policy changes**

After review of the TAD Personnel Policy Manual, TAD proposes changes to the following two subsections concerning compensation in Section 7.0. The changes offer improved benefits for the employees of TAD.

Update Section 7.0(A)(4)(f) – on page 29 of the current policy as follows:

Beginning 01/01/2019, the maximum amount of annual compensatory time an employee can accrue under the FLSA rules is not more than 240 hours. Effective on this date, all employees must take accrued compensatory time off before the end of the year following the year in which the time was earned. For example, compensatory time earned this calendar year must be used by December 31 of the following year. ~~If not, the time will be lost.~~ Accrued compensatory time should **\*must\*** be used before vacation time.

Update Section 7.0(A)(8) – on pages 29-30 of the current policy as follows:

Professional certification pay

TAD appraisers who successfully receive their Registered Professional Appraiser (RPA) certification, may receive a five percent (5%) salary increase effective as of the date ~~the property tax licensing authority awards the certification~~ **\*of their successful completion of the Level IV RPA exam\*** and subject to annual availability of budgeted resources.

Additional salary increases will not be provided for required RPA recertification continuing education.

Beyond RPA certification, financial rewards may be available (subject to budgeted resources for them and prior authorization of the Chief Appraiser) for regular full-time employees who obtain recognized and pre-approved job related professional designations and certifications.

Compensation increases and professional certification pay are not guaranteed. They are determined by and at the sole discretion of TAD.

### **Staff Recommendation:**

**Approve recommended amendments to the policy as listed above.**

**Action Item 7(e): Review, discuss and action on ballot for upcoming Board of Directors general election**

The final ballot, in draw order, is required to be approved and presented to the Tarrant County Election Administration office by 5:00PM on March 7, 2024 for the upcoming election in May. Attached is a sample ballot to demonstrate the format that has been created by TAD staff and reviewed by Mr. Tepper. The sample attached does not have the current candidate's names as the ballot drawing will not take place until after the agenda packet is traditionally sent. The actual ballot with the candidate's names will be presented at the Board meeting on March 1<sup>st</sup>.

**Staff Recommendation:**

**Approve the ballot as presented at the meeting on March 1<sup>st</sup> so that TAD staff can deliver it to the Tarrant County Election Administration on or before March 7, 2024.**

Tarrant Appraisal District Board of Directors General Election  
Elección general del Consejo de Tarrant Appraisal District Cuộc tổng tuyển  
cử Ban Giám đốc Quận Thẩm định Tarrant

Vote for the candidate of your choice in each race by placing an “X” in the square next to the candidate’s name:

Vote por el candidato de su elección en cada contienda colocando una “X” en el cuadrado al lado del nombre del candidato.

Hãy bỏ phiếu cho ứng cử viên do bạn lựa chọn cho mỗi ứng cử bằng cách đánh dấu x vào ô vuông bên cạnh tên ứng cử viên:

Tarrant Appraisal District Board of  
Directors –Place 1  
(Consejo de Tarrant Appraisal District,  
Lugar 1)  
(Ban Giám đốc Quận Thẩm định Tarrant -  
Địa điểm 1)

- Candidate 1
- Candidate 2
- Candidate 3

Tarrant Appraisal District Board of  
Directors –Place 2  
Consejo de Tarrant Appraisal District,  
Lugar 2)  
(Ban Giám đốc Quận Thẩm định Tarrant -  
Địa điểm 2)

- Candidate 4
- Candidate 5

Tarrant Appraisal District Board of  
Directors –Place 3  
(Consejo de Tarrant Appraisal District,  
Lugar 3)  
(Ban Giám đốc Quận Thẩm định Tarrant -  
Địa điểm 3)

- Candidate 6
- Candidate 7
- Candidate 8

**SAMPLE**

**Action Item 7(f): Deliberate and act on possible revisions to TAD Board of Director's Policy Manual**

Attached for review and discussion is a revision in the format used in the prior policy with suggested changes accumulated by Mr. Tepper. Also attached is a proposed version in a new format, but that substantively includes the same information.

**Copy 1 – Original Format With Proposed Changes**

## I. Forward

~~Tarrant Appraisal District is a political subdivision of the State of Texas created by the Legislature through enactment of the Texas Tax Code.~~

~~The District's primary responsibility is to develop each year an appraisal roll for use by taxing units imposing ad valorem taxes. The geographic boundaries of the District are the same as Tarrant County's boundaries.~~

Our mission is to serve the citizens, property owners, and taxing units of Tarrant County courteously and efficiently by timely producing an accurate, complete, and equitable appraisal roll.

We expect excellence in the services we provide and recognize that excellence shall be achieved through individual and team effort on the part of well-trained motivated personnel. Accordingly, we are committed to creating and maintaining a work environment that provides and supports innovation and change as essential to effective performance in a constantly changing society.

This Policy Manual supplements the Appraisal District Director's Manual published by the Texas Comptroller of Public Accounts. The Director's Manual is a comprehensive reference guide that explains constitutional requirements, state laws and rules that govern the conduct of not only appraisal district board of directors but also appraisal districts themselves. The scope of this Policy Manual is much narrower. It brings together certain written policies that state law specifically requires and summary descriptions of how this Board fulfils other statutory requirements about which detailed written policies are not required. This Policy Manual is not a substitute for or a summary of the various manuals and guidelines for the District's day-to-day operations.

The Board of Directors governs Tarrant Appraisal District. The Board's primary duties are to select the chief appraiser, to adopt the annual budget, and to ensure that the district follows policies and procedures set by law. The Board does not appraise property or make decisions that affect the appraisal records for particular properties.

## II. Composition of the Board of Directors

### **Selection**

~~The Board of Directors has five voting members who are appointed by the taxing units. When, the Tarrant County Tax Assessor Collector is not appointed by the taxing units as a voting member, the Tax Assessor Collector serves as a sixth, non-voting, member of the Board.~~

~~Tarrant Appraisal District has not made any of the changes in Board membership, selection, or recall that are permitted by the Tax Code.~~

### **Term**

~~Members of the Board, other than the Tarrant County Tax Assessor Collector serving as a non-voting member, serve two-year terms beginning on January 1 of even-numbered years.~~

### **Officers of the Board**

~~The Board elects a chair and a secretary at its first meeting each calendar year. To later fill a vacancy in one of these offices~~the position of chair of secretary, the Board elects a replacement at the first meeting after the vacancy occurs.

The duties of the chair include:

- Presiding at board meetings; Appointing committee members with input by the Board.
- Along with the secretary, signing all legal instruments requiring board signature; and
- Performing legal duties as required by statute and functions as designated by the Board;
- Establishing, with assistance from the Chief Appraiser, agendas for the meetings of the entire Board.

The duties of the secretary include

- Presiding at meetings if the chair is absent;
- Along with the chair, signing all legal instruments requiring board signature; and
- Performing other duties as required by statute and functions designated by the Board.

If both the chair and the secretary are absent from a meeting, the remaining members select by majority vote a temporary presiding officer. The Board member whose surname appears first when listed alphabetical order presides for the purpose of opening the meeting and conducting the vote.

~~The Tarrant County Tax Assessor-Collector serving as a non-voting member may serve as chair, secretary, or temporary presiding officer.~~

The presiding officer, other than the Tarrant County Tax Assessor-Collector serving as a non-voting member, may vote on any motion.

### **Compensation**

~~Members receive no compensation for service in the Board. They are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties as provided by the District's budget.~~ When Board members must travel to represent the District, they are entitled to reimbursement at the rates and by the rules applicable to District employees as set out in the District's Personnel Policy.

## **III. Operation of the Board of Directors**

### **Meeting Schedule and Format**

The Board ordinarily meets at 9:00 a.m. on the 2<sup>nd</sup> Friday of January, February, May, June, August, November and December at the District offices at 2500 Handley Ederville Road in Fort Worth, Texas. The Board may designate a different meeting time, day, or place if needed. Meetings start promptly at the scheduled hour or as soon thereafter as a quorum is present.

~~A majority of the members of the Board constitutes a quorum. The Tarrant County Tax Assessor-Collector serving as a non-voting member is counted in determining the presence of a quorum.~~

The chair may call special meetings or emergency meetings. During any meeting, the Board may vote to call a special or emergency meeting.

The Chief Appraiser is given administrative authority to deliver on behalf of the Board Secretary or Chair, required written notices of public hearings to members, taxing entities and the public. The Chief Appraiser will handle preparations for board meetings and public hearings, including notifying members, setting the agenda in conjunction with the Board Chair and preparing and signing agenda packets and meeting notices on behalf other Board. In addition, any board member may place an item on the agenda by sending written notification of their desire to have an item placed on the agenda to the chair of the Board and notice to the Chief Appraiser. The Chair does not have the authority to decline any such request.

Any two members may request a Board meeting and the Chair will set a meeting date with associated topics, as soon as possible.

The Chief Appraiser normally delivers the agenda for the next meeting. Supporting information and the minutes of the last meeting should be delivered to each member at least seventy-two (72) hours before each regular meeting. The Chief Appraiser prepares, and posts meeting notices as required by law. Only items posted in the meeting notice may be discussed or acted upon at a meeting.

To the greatest extent practicable the Board conducts its meetings informally. However, the chair may resort to the parliamentary rules contained in Roberts Rules of Order, 12<sup>th</sup> Edition, for the orderly and fair conduct of its business.

The Board may deliberate in executive session only to the extent that meeting in executive session is authorized by the Texas Open Meetings Act. Provisions authorizing deliberations in executive session include

- Consultation with Attorney under Section 551.071
- Deliberations about Real Property under Section 551.072
- Deliberations Regarding Certain Personnel Matters under Section 551.074

- Deliberations Regarding Security Devices of Security Audits under Section 551.076

The first order of business at a meeting is approval of the minutes of the preceding meeting. The Chair and Secretary will sign the minutes when approved. The Chief Appraiser prepares and keeps the official minutes on behalf of the Board.

Any director, including the Tarrant County Tax Assessor-Collector serving as a non-voting member may make or second a motion at any time after the agenda item has been called by the presiding officer. Directors are encouraged to make their motions as clear as possible. When making a motion to accept the staff recommendation, a Director may ask that the staff recommendation be read, and then move to accept the staff recommendation.

### **Seating at Board Meetings**

During Board meetings, all the directors and the chief appraiser shall sit at the dais. Seating at the dais shall be in the order determined by the Chair. No other person shall sit at the Dais unless invited to do so by the Board. The Board Attorney will sit at a separate dais adjacent to the Board.

At the first meeting where any new members are being sworn in, both the incoming and the outgoing directors, needed for a quorum, will be seated at the dais when the meeting starts. ~~The meeting will be convened with the outgoing members as the directors.~~ The first order of business will be for the new any new unsworn in directors to be sworn in and sign any required oaths of office. Once a quorum of the incoming directors have been sworn in, the outgoing directors will leave the dais, leaving the current board sitting at the dais in the order described above.

~~D~~All directors ~~will~~ may be sworn in at the first open meeting of the Board that the director attends after the director's term begins.



Board members who notify the chair at least five business (5) days prior to the meeting of their inability to attend a Board meeting and wish to participate in the Board meeting remotely, will be permitted to participate remotely provided the physical quorum requirements of the OMA are followed. TAD staff will prepare and make ready remote participation.

### **Public Access to Board Meetings**

~~Tarrant Appraisal District shall conduct all meetings in accordance with applicable Open Government Laws.~~

All Board meetings shall be streamed live and be recorded. Recorded meetings shall be available for viewing via the TAD website and available within twenty-four business hours after the conclusion of the meeting.

### **Right of Public to Address the Board**

Pursuant to Section 551.007, Texas Government Code, each member of the public who desires to address the Board regarding an item on the agenda for an open meeting of the Board may do so in accordance with this policy. The right to address the board applies to any member of the public.

### **Comment Procedure**

- a. After the presiding officer calls the meeting to order, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
  
- b. The Board will place the official sign-up sheet for the meeting in a conspicuous location at the meeting not later than 15 minutes before the presiding officer calls the meeting to order. Speakers may sign up to address the Board at any time before the presiding officer ~~calls~~ closes the public comment period agenda item, at which time the Board will collect the official sign-up sheet. Individuals may not address the Board or add their name or additional topics to the official sign-up sheet after the Board has collected it.
  
- c. Each speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. In addition to public comment on agenda items, the Board may also hear public comment on issues of general concern under its jurisdiction that are not on the agenda. If a speaker wishes to address an issue that is not on the agenda, they shall indicate on the official sign-up sheet that they wish to speak on a matter of general concern under the Board's jurisdiction.
  
- d. The Board will solicit speakers on each agenda item in numerical order. If the Board hears public comment on issues of general concern under the Board's jurisdiction, those matters will be heard after the Board has received public comment on each item on the agenda. Speakers will be called upon in the order in which they appear on the official sign-up sheet. The Board will not hear public comments on matters that are not under its jurisdiction.
  
- e. The public comment period will end after all individuals on the official sign-up sheet have addressed the Board.

### **Time Limit for Public Comment**

- a. Each speaker may address the Board for not more than 5 minutes per meeting. The Board has the right to extend or reduce the 5-minute time limit as it sees fit at any meeting.
- b. The official time for each speaker will be maintained and enforced by the Chair or the Chair's designee.
- c. Speakers may not pool their time or give unused time to another speaker.
- d. If there are many individuals who are aligned on an issue who plan to provide the same or similar comments, the presiding officer may request that the group designate a spokesperson to speak on the group's behalf. However, individuals may still provide additional comment if they choose to do so.
- e. If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time granted to other speakers in accordance with this policy.
- f. Time spent on Board member questions or comments shall not be counted against a speaker's time.

### **Location for Public Comment**

The presiding officer shall identify the podium, table, microphone, or other location from which speakers may address the Board. Speakers may not address the Board from any other location.

### **Decorum**

- a. All members of the public shall always be respectful of the Board and other attendees.
- b. Speakers shall address the Board one at a time.
- c. Attendees may not interrupt a speaker or Board member when the speaker or Board member has the floor.

### **Response by Board**

The Board welcomes public input and will take note of all public comment it receives at a meeting. The Board may ask questions and engage in dialogue about public comments regarding items on the agenda. For public comments regarding items not on the agenda, the requirements of the Texas Open Meetings Act (Tex. Gov. Code Ch. 551) prevent the Board from engaging in a dialogue but allow the Board to provide statements of factual information or recite existing policy in response to an inquiry

### **Access to Board for Non-English Speakers and People with Disabilities**

If a person who does not speak English or a person who communicates by American Sign Language notifies the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting that they desire to address the Board and are unable to provide an interpreter or translator, the District shall make reasonable efforts to secure the services of a translator or interpreter for the meeting.

Tarrant Appraisal District strives to provide reasonable access to the Board by disabled persons. As part of this effort, the District restricts seven parking spaces for use only by disabled persons and maintains wheelchair

accessibility to the Customer Service area and to the boardroom. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three business days before a scheduled meeting.

### **Cell Phone Use During Meetings**

Directors to the greatest extent possible shall refrain from using their electronic devices during Board meetings.

### **Resolving Complaints**

The Board will consider written complaints about the policies and procedures of Tarrant Appraisal District and any other matter within the Board's jurisdiction. The Chief Appraiser will copy all correspondence sent to the attention of the Chair and forward such to the entire Board within forty-eight (48) hours of receipt.

Correspondence should be addressed as follows and mailed:

Chair, Board of Directors  
Tarrant Appraisal District  
2500 Handley Ederville Road  
Fort Worth, Texas 76118

Hearing impaired persons who TTY or TDD may call (817) 284-0024 to have a complaint delivered to the Board.

The Board will not consider complaints addressing any of the grounds for challenge, protest, or motion for correction of the appraisal roll that are specified in Sections 41.03, 41.41, and 25.25 of the Texas Tax Code. The Board of Directors has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter specified in Tax Code, section 1.111(e) or a determination of the Tarrant County Appraisal Review Board on a challenge, protest or motion for correction made under the authority of sections 41.07, 41.47 or 25.25 of the Texas Tax Code.

Any director who receives a written complaint shall be considered a temporary custodian of the complaint and shall immediately forward the complaint to the Taxpayer Liaison Officer for processing and resolution in accordance with this policy.

The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer. At each such meeting, the Taxpayer Liaison Officer shall report to the Board on the nature and the status of resolution of all complaints filed. Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Until final disposition of each complaint and unless doing so would jeopardize an undercover investigation the Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.

Other responsibilities of the Taxpayer Liaison Officer include:

- Administering the public access functions required by the Tax Code;
- Supporting the Chief Appraiser and their staff to assist property owner's in understanding the appraisal process, protest procedures and related matters;
- Developing and implementing policies and procedures to guarantee access to the Board by non-English speaking and disabled property owners;

- Preparing information of public interest describing the Board functions and procedures including how complaints are filed and resolved by the Board; and
- Performing other duties as assigned.

### **Authority of the Board**

The Board establishes general policies in keeping with the wishes of the community and the requirements of law. The Board may exercise its authority only by majority vote with a quorum present in a properly posted meeting. An individual member, including officers, may not bind the Board by any statement or action.

The Board shall establish a standing committee on audits

Additionally, the Board has all the powers and responsibilities given to it under Texas law including the Texas Property Tax Code.

### **Conflict of Interest Procedures**

Members of the Board and the Chief Appraiser (the District's Officers) shall file the disclosure statements required by Chapter 176 of the Texas Local Government Code in circumstances where

Chapter 176 requires the filing of such a statement. The chief appraiser shall ensure that the district complies with Chapter 176 providing conflict of interest forms to current and prospective vendors and in publishing any filed statement or questionnaire on the districts website in the manner required by Chapter 176.

With exceptions, Chapter 176 requires a district officer to file a disclosure statement when the district considers or makes a contract with a person and:

- The officer or the officer's family member has received at least \$2,500 in income (other than dividends) from employment or another business relationship with the vendor in the previous 12 months; or
- The vendor has given the officer or the officer's family members gift(s) with a total value of more than \$250 in the previous 12 months.

Chapter 176 does not require the officer to file a disclosure statement covering gifts by family members, political contributions, or food, lodging, or entertainment accepted as a gift. A disclosure statement must be filed within 7 days of the date the officer becomes aware that a statement should be filed with respect to an existing or prospective vendor.

In any circumstances that would require an officer to file a disclosure statement, the vendor must also file a "conflict of interest questionnaire" with the district. This questionnaire must be filed by the 7<sup>th</sup> business day after the vendor begins contract negotiations with the district, submits an application, bid, RFP, or similar document related to a potential contract with the district. It must also be filed by the 7<sup>th</sup> business day after the vendor becomes aware of a business relationship or gift that triggers the requirement of disclosure statement. The district's records management officer shall serve as the custodian of filed disclosure forms.

**Copy 2 – New Format With Proposed Changes**

# **Tarrant Appraisal District**

## **Board of Directors 2024 – 2025 Policy Manual**

Tarrant Appraisal District is a political subdivision of the State of Texas created by Legislature through enactment of the Texas Tax Code. The district's primary responsibility is to develop each year an appraisal roll for use by taxing units imposing ad valorem taxes. The geographic boundaries of the district are the same as Tarrant County's boundaries.

Our mission is to service citizens, property owners, and taxing units of Tarrant County courteously and efficiently by timely producing an accurate, complete, and equitable appraisal roll.

We expect excellence in the services we provide and recognize that excellence shall be achieved through individual and team effort on the part of well-trained motivated personnel. Accordingly, we are committed to creating and maintaining a work environment that provides and supports innovation and change as essential to effective performance in a constantly changing society.

This Policy Manual supplements the Appraisal District Director's Manual published by the Texas Comptroller of Public Accounts. The Appraisal District Director's Manual is a comprehensive reference guide that explains constitutional requirements, state laws and rules that govern the conduct of not only appraisal district board of directors but also appraisal districts themselves. This Policy Manual is not a substitute for or a summary of the various manuals and guidelines for the district's day-to-day operations.

The Board of Directors governs Tarrant Appraisal District. The Board's primary duties are to select the Chief Appraiser, to adopt the annual budget and to ensure that the district follows policies and procedures set by

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

**ALL BOARD-SPECIFIC INFORMATION CAN BE FOUND AT THE TAD WEBSITE, TAD.ORG. CLICK ON "ABOUT", "BOARD OF DIRECTORS", AND "APPRAISAL DISTRICT DIRECTORS MANUAL."**

The Board ordinarily meets at 8:00 a.m. on the 2<sup>nd</sup> Friday of the months listed below at the district offices. The Chair may call special meetings or emergency meeting if necessary. The Board may designate a different meeting time, day or place if needed. Open meetings of the Board shall be streamed live and recorded, available on TAD website within 24 business hours after the conclusion of any open meeting of the Board.

Any two Directors may request a Board meeting and the Chair will set up a meeting date, with associated topics, as soon as possible.

The Chief Appraiser is given administrative authority to deliver on behalf of the Board Secretary or Chair, required written notices of public hearings to members, taxing entities and the public. The Chief Appraiser will handle preparations for board meetings and public hearings, including notifying members, setting the agenda in conjunction with the Board Chair and preparing and signing agenda packets and meeting notices on behalf of the Board.

## **BOARD WORK CALENDAR**

### **JANUARY**

- Election of Chair and Secretary
- Evaluate district goals
- Review Director's Handbook

### **FEBRUARY**

- Legislative Update from TAD Board Attorney in years following a legislative session
- Training for Board of Directors from TAD Board Attorney
- Taxpayer Liaison Officer Quarterly Complaint Status Report to Directors

### **MAY**

- Board goal setting
- Safety and security report
- Appoint Directors to Standing Audit Committee

### **JUNE**

- Mid-year review of Chief Appraiser
- Budget Workshop

### **AUGUST**

- Approve Budget

### **NOVEMBER**

- Evaluate Chief Appraiser

### **DECEMBER**

- Review of vision, mission, etc., statements
- Report of external auditors



**DIRECTORS SHOULD:**

- Follow board policy.
- Recognize that they are only authorized to act or speak in an official capacity as directors of the Board as a whole.
- Respect the role of the administration and refrain from encroaching on managerial duties.
- Give the Chief Appraiser's office courtesy notice when visiting or contacting a staff member.
- Come to board meetings prepared.
- Attend all scheduled board meetings insofar as is possible.
- Recognize that email, text messages and social media are forms of communication that are subject to guidelines in this document and as outlined in the Texas Public Information Act, Texas Government Code, Chapter 552.001 *et seq.*
- Reserve the right to disagree but will not be disagreeable.
- Pledge to keep comments relevant and germane to the published agenda.
- Discuss any Board Policy Manual violations in executive session unless otherwise advised by legal counsel.
- Accept and offer criticism without anger.
- Ask questions to obtain information that is reasonably related to district business.
- Model the professionalism expected of district employees.

**DIRECTORS SHOULD NOT:**

- Berate another director or employee.
- Represent that they, as individuals, have authority to act or speak on behalf of the Board or the district.
- Deliberate in violation of the Texas Open Meetings Act, Texas Government Code, Chapter 551, outside the board meeting through personal conversations, electronic communications, or other means of conversations.
- Try to solve complaints or grievances individually or outside established procedures for complaints or grievances.
- Directly negotiate with vendors or bidders regarding any district business without prior Board approval.
- Individually evaluate, reprimand or direct staff.
- Pressure staff members into making recommendations or decisions.
- Put items on the agenda that are not reasonably related to district business.

## **TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS WILL CONDUCT ALL BUSINESS IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT AND THE TEXAS PUBLIC INFORMATION ACT**

### **1) NEW DIRECTOR ORIENTATION**

A. The Attorney for the Board of Directors will conduct the District Orientation for the new director(s) no later than two weeks after the new director(s) assumes the duties of the office.

B. The Chair will coordinate orientation for the new director(s) with the Secretary to provide board orientation no later than one month after the new director(s) assume the duties of the office. At this orientation, new director(s) will receive a copy of the Appraisal District Director's Manual published by the Texas Comptroller for Public Accounts, the Chief Appraiser evaluation instrument, current contracts and goals, and a copy of the Board Policy Manual.

C. During Board meetings, all directors and the Chief Appraiser shall sit at the dais in the order determined by the Chair. No other person shall sit at the dais unless invited to do so by the Board. The Board attorney shall sit adjacent to the Board.

### **2) DIRECTOR TRAINING**

New directors are encouraged to attend the Texas Association of Appraisal Districts (TAAD) annual conference where sessions are specifically designed for them.

### **3) DEVELOPING BOARD MEETING AGENDA**

#### **A. Who can place items on the agenda**

1. Agendas are developed by the board Chair in conjunction with the Chief Appraiser and presented to the Board one week before the regularly scheduled meeting.
2. If any director requests that an item be placed on the agenda, the board chair shall place it on the agenda for the next regular board meeting. The Chair does not have the authority to decline any such request. The request should be made at least eight days prior to the scheduled meeting.
3. In accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, an item cannot be placed on an agenda less than 72 hours in advance of the posted meeting, except in an emergency, as per state law.

#### **B. Use of consent agenda**

1. At the discretion of the Board, the following items may be acted upon as a consent agenda (whole group) or may be acted upon individually. Any individual director may remove an item from the consent agenda for discussion and separate action.

- a. Budget amendments
- b. Financial information
- c. Minutes of regular and called board meetings
- d. Policy updates
- e. Other routine items

C. Removing items from the agenda - Items may be removed from the agenda by motion and majority vote in public session.

#### **D. Items that cannot be discussed in public**

1. All personnel issues shall be conducted in a closed session unless specifically required by the Texas Open Meetings Act.
2. Anything that violates the right to privacy cannot be placed on the agenda for discussion in open session.

#### 4) DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS

A. Any time a quorum of board members are gathered to discuss district business, it is considered a meeting, which must comply with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

B. Directors attending by remotely.

1. Must be on the posted agenda.
2. Must have a quorum present in the boardroom.
3. Director must attend the entire meeting when remote unless there are technical issues.
4. Remote access equipment will be provided by the District.
5. Must have two-way audio and video to actively participate and vote.
6. Technical issues

a. Technology Department will establish a remote link with the director prior to the meeting/closed session, and monitor the connection throughout the open session.

b. Directors appearing remotely will have access to all presentations prior to the meeting.

C. Citizens addressing the Board (Section 551.007, Texas Government Code)

1. Citizens may address the Board on agenda items during the open forum for agenda items. They may also address the Board on non-agenda items that are within the jurisdiction of the Board. Speakers must register prior to the time the chair closes the public comment agenda item. Citizens wishing to address the Board must complete an open forum sheet available inside the boardroom. A staff member will be responsible for ensuring that the request sheet is completed.

2. Guidelines for addressing the Board will be adhered to and the chair will emphasize the guidelines to the public.

a. Comments are usually limited to 5 minutes or as may be set at the discretion of the board chair. Speakers may not pool their time or give unused time to another speaker. If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time granted to other speakers in accordance with this policy.

b. The Board will accept written as well as oral information.

c. Groups of more than three people wishing to address the same item might be asked to appoint one person to represent the group's view to the Board.

d. The Board will not allow derogatory comments in a public session.

e. Citizens are encouraged to use appropriate administrative channels before bringing concerns to the attention of the Board.

f. The public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.

g. Each speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. If a speaker wishes to address an issue that is not on the agenda, they shall indicate on the official sign-up sheet that they wish to speak on a matter of public concern under the Board's jurisdiction.

h. Speakers will be called upon in the order in which they appear on the official sign-up sheet. The Board will not hear public comments on matters that are not under its jurisdiction.

i. The chair shall identify the podium, table, microphone, or other location from which speakers may address the Board. Speakers may not address the Board from any other location.

D. Board response to citizens addressing the Board

1. Staff may present specific facts or existing policy.
2. The Board will not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
3. A director may request that an item be put on a future agenda in response to a speaker's comments.
4. Directors cannot respond directly to non-agenda items.
- E. The Board shall observe the parliamentary procedures in Robert's Rules of Order, Newly Revised, as a guideline.
- F. Discussion of motions
  1. All discussion shall be directed solely to the business currently under deliberation.
  2. The board chair has the responsibility to keep the discussion to the motion at hand.
- G. Directors requesting to speak will be recognized in order of request or at the discretion of the board chair.
- H. Directors to the greatest extent possible shall refrain from using their electronic devices during board meetings.

## **5) VOTING AND MOTIONS**

Any director, including the Tarrant County Tax Assessor-Collector serving as a non-voting member may make or second a motion at any time after the agenda item has been called by the presiding officer. Directors are encouraged to make their motions as clear as possible. When making a motion to accept the staff recommendation, a director may ask that the staff recommendation be read, and then move to accept the staff recommendation.

The board chair may vote on all action items. Directors, including the board chair, must abstain in the event of a conflict of interest defined Tex Gov Code Chapter 176.

## **6) INDIVIDUAL DIRECTORS' REQUESTS FOR INFORMATION OR REPORT**

- A. Directors shall request information and/or reports through the Chief Appraiser's office or the Chief Appraiser's designee.
- B. Written information/reports will be disseminated through the Chief Appraiser's office and shared with all directors.
- C. Requests for information during a board meeting will be compiled by the Chief Appraiser's staff.
- D. If an information request cannot be fulfilled, the Chief Appraiser will notify the Board.
- E. The Chief Appraiser will copy all correspondence sent to the attention of the Chair or the Board of Directors and forward such correspondence to the entire Board within forty-eight (48) hours of receipt.

## **7) CITIZEN/EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL DIRECTOR**

- A. The director may hear the problem to obtain full understanding.
- B. The director will remind the individual of the proper chain of command and should not receive information that could affect their ability to remain impartial.
- C. Written requests/complaints should be forwarded to the Chief Appraiser by a director, without comment, for appropriate follow-up and the Chief Appraiser will provide appropriate information to the entire Board.

## **8) DIRECTOR VISITS**

- A. All directors are encouraged to visit the district offices. As a courtesy, directors will notify the Chief Appraiser's office.
- B. Directors may interact with any staff member but should not disrupt the business process.

## **9) COMMUNICATIONS**

A. The Chief Appraiser will communicate information in a timely fashion to all directors through in person conversations, telephone, text or email messages.

B. Individual directors will keep the Chief Appraiser informed through in person conversations, telephone, email, or text messages.

C. The Board will communicate with the community through public hearings; the communications department; civic clubs and other community groups; and regular board meetings.

D. Individual directors cannot speak in an official capacity for the Board outside the board room. Directors must also be cognizant of the fact that certain information they receive in their capacity as directors is confidential by law and may not be disclosed to third parties. In this regard, directors must not disclose information that is subject to the attorney-client privilege (i.e., information that is received through communications with or from the board attorney or other attorneys representing the district), information regarding the evaluation of personnel, and employee identifiable information.

E. If multiple directors are copied on an email, do not hit "reply all" and respond to the email if it involves district business.

#### **10) DIRECTORS' STANDARDS OF BEHAVIOR**

A. Directors will be knowledgeable of the contents of this Policy Manual that impact directors and the implications for their day-to-day actions.

B. Director's should review the this Policy Manual annually.

C. Each director will sign an annual Statement of Disclosure (conflict of interest) according to board policy or state law as required by Texas Government Code, Chapter 176.

#### **11) EVALUATION OF THE CHIEF APPRAISER**

A. Chief Appraiser's contract

1. The chief appraiser's contract will be reviewed in detail prior to the Board's approval.

2. The Board will annually review the chief appraiser's compensation and benefits during the chief appraiser's evaluation.

B. Chief Appraiser's evaluation

1. The Board will determine the Chief Appraiser's goals in conjunction with the Chief Appraiser.

2. The Board will maintain and use a Chief Appraiser evaluation instrument.

3. The board chair will obtain input from all directors on board-approved performance indicators.

4. Evaluation is conducted in executive session.

5. The mid-year goal calibration will be conducted in June and the annual evaluation will be completed in December prior to the review of the Chief Appraiser's contract.

#### **12) CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

A. Board officers serve at the will of the Board.

B. Any director serving on the Board may be considered for the office of chair or secretary unless the director has asked not to be considered for the office.

C. Nominations and voting will occur in public session at a regular scheduled meeting of the Board.

D. Election of officers is held at the regularly scheduled board meeting after the swearing in of newly elected directors takes place.

#### **14) ROLE AND AUTHORITY OF DIRECTORS AND/OR BOARD OFFICERS**

##### **A. Chair**

1. Shall create all board meeting agendas in coordination with the Chief Appraiser.
2. Shall preside at all board meetings.
3. Shall appoint committees.
  - a. Committees shall contain no more than three directors.
  - b. Individual directors may serve on various committees, as they are requested.
4. Shall call special meetings.
5. Shall sign all legal documents required by law, and perform other duties as required by statute and functions designated by the Board.

##### **B. Secretary**

1. Shall act in the capacity of chair in absence of the chair.
2. Shall sign all legal documents required by law and perform other duties as required by statute and functions designated by the Board.

C. If both the chair and the secretary are absent from a meeting, the remaining members select by majority vote a temporary presiding officer. The Board member whose surname appears first when listed alphabetical order presides for the purpose of opening the meeting and conducting that vote.

#### **15) ROLE OF BOARD IN CLOSED MEETING (Texas Government Code, sections 551.071, 551.072, 551.074, 551.076)**

- A. The Board shall only discuss items on the closed meeting agenda in accordance with the Texas Open Meetings Act.
- B. The Board must vote in public session.
- C. Information and opinions shared during closed meeting must remain confidential. Others may be invited to participate by consent of the Board.

#### **16) MEDIA INQUIRIES TO THE BOARD**

- A. The board chair shall be the official spokesperson for the Board to the media and can only make statements on behalf of the Board for items upon which the Board has taken official action.
- B. Individual statements and responses by directors are only individual statements, and the director will emphasize such to the media.

#### **17) PUBLIC COMMUNICATION**

- A. The Board of Directors welcomes and encourages input; however, anonymous communications may not receive Board action at the discretion of the Board.
- C. A letter/email requesting Board or district action may be forwarded without comment to the Chief Appraiser and/or board chair for appropriate follow-up.

#### **18) VIOLATION OF BOARD POLICY MANUAL**

- A. Individual directors are encouraged to express their concerns privately about another director's performance directly to that director.
- B. If addressing the issue directly with the director does not resolve the concern, then discussion with the board chair is appropriate.

1. The board chair shall discuss the concern with the individual in question on behalf of the reporting director or shall moderate a discussion between directors.

2. The chair shall remind the director whose behavior is in question and discuss how the questionable behavior affects the district. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the director to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.

3. If the prior steps do not resolve the issue, an agenda item specifying "evaluation of director's performance" may be listed on the agenda for an upcoming board meeting.

4. The matter will be discussed by the full Board in closed session, unless the director being discussed requests that the discussion be held in open session.

C. If the concern involves the board chair, a director may discuss his/her concerns with the board secretary.

### **19) Access to Board for Non-English Speakers and People with Disabilities**

A. If a person who does not speak English or a person who communicates by American Sign Language notifies the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting that they desire to address the Board and are unable to provide an interpreter or translator, the district shall make reasonable efforts to secure the services of a translator or interpreter for the meeting.

B. Tarrant Appraisal District strives to provide reasonable access to the Board by disabled persons. As part of this effort, the district restricts seven parking spaces for use only by disabled persons and maintains wheelchair accessibility to the Customer Service area and to the boardroom. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three business days before a scheduled meeting.

### **20) Resolving Complaints**

The Board will consider written complaints about the policies and procedures of the Tarrant Appraisal District and any other matter within the Board's jurisdiction. Correspondence should be addressed as follows and mailed to:

Chair, Board of Directors  
Tarrant Appraisal District  
2500 Handley Ederville Road  
Fort Worth, Texas 76118

Hearing impaired persons who TTY or TDD may call (817) 284-0024 to have a complaint delivered to the Board.

The Board will not consider complaints addressing any of the grounds for challenge, protest, or motion for correction of the appraisal roll that are specified in Sections 41.03, 41.41, and 25.25 of the Texas Tax Code. The Board has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter specified in Tax Code, section 1.111€ or a determination of the Tarrant County Appraisal Review Board on a challenge, protest or motion for correction made under the authority of sections 41.07, 41.47 or 25.25 of the Texas Tax Code.

Any director who receives a written complaint shall be considered a temporary custodian of the complaint and shall immediately forward the complaint to the Taxpayer Liaison Office for processing and resolution in accordance with this policy.

The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer. At each meeting, the Taxpayer Liaison Officer shall report to the Board on the nature and the status of resolution of all complaints filed. Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Until final disposition of each complaint and unless doing so would jeopardize an undercover investigation the Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.

### **21) Committees**

The Board may establish committees as needed to carry out its responsibilities. The chair appoints committee members to serve until successors are appointed or until the committee is disbanded. A committee acts only as an adjunct to the Board and may not take any action, which in any way usurps the power or responsibilities of the Board.

Appointments to standing committees are normally made as soon as possible after the Board begins a new term. Except as otherwise provided in this Policy Manual each committee establishes its own written operating procedure, subject to approval of the Board.

The Board shall establish a standing committee on audits.0