



Notice is hereby given that on Friday, May 10, 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 Taxpayer Liaison Officer
- b. Report by Chief Appraiser
 - i. Staff Introduction – Eric Watkins
 - ii. Public Speaking Engagements
 - iii. Public Surveys
 - iv. Preliminary Totals
 - v. Protests & Appeals
 - vi. Litigation Costs & Comparison
 - vii. Training & Education
 - viii. Ransomware & Recovery

7. Action Items

- a. Action regarding approval of Board of Directors meeting minutes – April 22, 2024
- b. Consideration and action regarding accepting the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2023
- c. Consider approval of a resolution to adjust limits for committed funds and/or to commit unspent and unassigned funds to existing committed funds
- d. Discussion and possible action on proposed policy change concerning nepotism rules in TAD Personnel Policy manual
- e. Discussion and possible action on proposed policy change concerning limitation on information system purchases in the TAD Purchasing Policies and Procedures manual

- f. Consider and possible action on contract for printing/mailing/email services for Tarrant Appraisal Review Board hearing notices and final/agreed orders and TAD mailings in the future
- g. Consider and possible action on contract for homestead audit services

8. Discussion Items

- a. 2025 Budget Workshop – discussion only; no action to be taken

9. 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:

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

10. Return to Open Session for Possible Action on Items Deliberated on in Executive/Closed Session

Reconvene in open session for possible further discussion and possible action on items deliberated in executive session related to security devices, security software and/or security audits.

11. Action Items, cont.

- a. Consider and possible action on purchase or lease of PC's and/or laptops and consider moving committed funds to the general fund for purchase of this item
- b. Consider authorizing the Chief Appraiser to engage in an Interlocal Agreement with Region 8 Education Service Center to allow for TAD's entry into The Interlocal Purchasing System (TIPS) for future purchases
- c. Consider and possible action on a lease agreement for Voice Over IP phone software/hardware for the main TAD office and consider moving committed funds to the general fund for this action
- d. Consider 2024 budget amendments based on actions taken by the board from today's meeting

12. Propose Future Agenda Items; Set Next Meeting Date; Adjourn

Next meeting date: 8:00 AM Friday, June 14, 2024, at Fort Worth City Council Chambers located at the Old City Hall building at 200 Texas St, Fort Worth, TX on the second floor. Metered parking is available around the building or at the Fort Worth Convention Center Garage located at 1200 Houston St, across from the Convention Center

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(b): Report by Chief Appraiser

Chief Appraiser Report

Staff Introduction: Eric Watkins, Director of Residential.

Preliminary Estimates:

- Released April 30th
- 7% overall increase
- Spreadsheet attached of historical totals and preliminary estimates

Protest and Appeals:

- Deadline extended from May 15th until May 24th
- As of 4/30/24- 4,093 Online Value Negotiations, 3,277 accepted, 216 pending, 580 rejected
- As of 4/30/24- 3,584 protests filed 2329 resolved by staff and 1255 to be scheduled for hearing

Litigation:

CAD	Total Suits filed for 2023	Total Spent on Litigation (Not Including Reports)	\$/suit	In House Counsel
Dallas	3,200	\$860,000	\$268.75	No
Hays	197	\$107,000	\$543.15	No
Denton	698	\$509,504	\$729.95	No
Tarrant	1,798	\$1,500,000	\$834.26	No
Fort Bend	984	\$876,700	\$890.96	Yes (1)
Burnet	55	\$50,000	\$909.09	No
Grayson	61	\$57,000	\$934.43	No
Gregg	102	\$102,000	\$1,000.00	No
Travis	2,465	\$2,644,116	\$1,072.66	Yes (1)
Bexar	1,720	\$2,200,000	\$1,279.07	Yes (2)
Jefferson	250	\$363,750	\$1,455.00	No
Harris	9,605	\$15,000,000	\$1,561.69	Yes (8)
Collin	793	\$1,542,499	\$1,945.14	No
Johnson	27	\$70,834	\$2,623.48	No
Cameron	60	\$259,937	\$4,332.28	No
Scurry	6	\$31,335	\$5,222.50	No
Wilbarger	1	\$15,201	\$15,201.00	No

Training & Education:

- Attended 2-day public purchasing class: Chief, Director of Admin, IT Director, and purchasing agent

Recovery:

- Value Negotiation and website online April 24th- extended protest deadline Until May 24th
- Website is being monitored for traffic and upgraded as necessary, several bugs have been found and corrected
- All servers have been restored
- Desktops wiped and OS reinstalled
- Implementing professional cybersecurity training and testing program

Public Speaking Engagements:

- 3/22/2024 - Tarrant County Realtor Zoom Call
- 4/2/2024 - Northeast Tarrant County, Real Estate Agents, Brokers, Title Companies
- 4/4/2024 - Meadowbrook Neighborhood Association
- 4/6/2024 - La Gran Plaza - Resource Fair, City of Fort Worth - Jeanette Martinez
- 4/16/2024 - Southeast Tarrant County, Real Estate Agents, Brokers
- 4/17/2024 - Tarrant County Tax Assessor-Collector, Truth-in-Taxation Training
- 4/18/2024 - Northwest Tarrant County, Real Estate Agents, Brokers, Title Companies, Insurance
- 5/2/2024 - Northeast Tarrant County

Public Surveys:

- Blue Cards
 - 830 - Five Stars
 - 7 - Four stars
 - 3 - One Stars
 - 188 - No stars but positive and good comments

Code	Jurisdiction	2023 Preliminary Net Taxable Estimate	2024 Preliminary Net Taxable Estimate	YOY Change	2023 Certified Net Taxable Value	2024 Net Taxable Estimate
001	CITY OF AZLE	\$1,317,927,741	\$1,431,118,080	9%	\$1,193,636,356	\$1,296,151,919
002	CITY OF BEDFORD	\$6,611,945,133	\$7,036,861,019	6%	\$6,154,837,214	\$6,550,377,113
003	CITY OF BENBROOK	\$3,395,616,925	\$3,624,006,734	7%	\$3,163,089,438	\$3,375,839,406
004	CITY OF BLUE MOUND	\$276,942,357	\$301,881,763	9%	\$271,261,423	\$295,689,246
005	CITY OF COLLEYVILLE	\$7,855,377,630	\$8,511,363,910	8%	\$7,429,421,735	\$8,049,837,322
006	CITY OF CROWLEY	\$1,978,428,080	\$2,143,484,523	8%	\$1,866,606,258	\$2,022,333,622
007	DALWORTHINGTON GARDENS	\$504,302,221	\$542,965,539	8%	\$470,922,540	\$507,026,739
008	EDGECLIFF VILLAGE	\$369,266,593	\$395,155,509	7%	\$336,050,647	\$359,610,826
009	CITY OF EVERMAN	\$352,607,048	\$389,241,364	10%	\$321,821,151	\$355,256,948
010	CITY OF FOREST HILL	\$982,631,826	\$1,056,144,137	7%	\$917,909,069	\$986,579,364
011	CITY OF GRAPEVINE	\$12,370,372,846	\$13,471,743,694	9%	\$11,701,920,516	\$12,743,777,078
013	CITY OF KELLER	\$8,111,849,238	\$8,645,889,682	7%	\$7,526,829,656	\$8,022,355,563
014	CITY OF KENNEDALE	\$1,244,499,009	\$1,289,478,358	4%	\$1,147,327,551	\$1,188,794,877
015	CITY OF LAKESIDE	\$221,733,817	\$237,672,171	7%	\$208,311,419	\$223,284,963
016	CITY OF LAKE WORTH	\$784,918,186	\$827,358,713	5%	\$662,807,260	\$698,645,249
017	CITY OF MANSFIELD	\$10,161,075,570	\$10,739,891,528	6%	\$9,358,835,904	\$9,891,953,046
018	CITY OF N RICHLAND HILLS	\$8,908,718,955	\$9,553,916,266	7%	\$8,306,057,571	\$8,907,608,258
019	TOWN OF PANTEGO	\$457,348,847	\$479,291,807	5%	\$415,120,804	\$435,037,721
020	CITY OF RICHLAND HILLS	\$988,817,934	\$1,078,631,709	9%	\$946,539,167	\$1,032,512,785
021	CITY OF SAGINAW	\$3,093,298,050	\$3,256,976,231	5%	\$2,812,669,947	\$2,961,499,026
022	CITY OF SOUTHLAKE	\$11,165,085,865	\$12,084,905,686	8%	\$10,374,239,203	\$11,228,906,239
023	CITY OF WESTOVER HILLS	\$711,455,739	\$760,880,492	7%	\$647,112,148	\$692,066,959
024	CITY OF ARLINGTON	\$42,358,283,307	\$45,310,626,652	7%	\$39,883,548,401	\$42,663,404,417
025	CITY OF EULESS	\$7,117,342,196	\$7,734,700,130	9%	\$6,505,459,581	\$7,069,742,845
026	CITY OF FORT WORTH	\$113,030,985,724	\$119,322,360,605	6%	\$104,033,262,328	\$109,823,818,335
027	HALTOM CITY	\$4,185,238,409	\$4,530,946,020	8%	\$3,955,907,186	\$4,282,671,659
028	CITY OF HURST	\$4,529,844,062	\$4,776,986,739	5%	\$4,129,248,790	\$4,354,535,486
029	CITY OF RIVER OAKS	\$579,291,522	\$619,844,278	7%	\$535,338,122	\$572,813,962
030	CITY OF WHITE SETTLEMENT	\$1,592,639,427	\$1,602,192,613	1%	\$1,412,060,505	\$1,420,530,518
031	CITY OF WATAUGA	\$2,240,321,994	\$2,380,167,480	6%	\$2,024,432,843	\$2,150,802,086
032	WESTWORTH VILLAGE	\$531,558,981	\$547,245,196	3%	\$465,261,300	\$478,991,082
033	CITY OF BURLESON	\$1,101,495,216	\$1,145,552,696	4%	\$1,006,079,661	\$1,046,320,721
034	CITY OF HASLET	\$1,682,599,258	\$1,884,501,341	12%	\$1,622,912,659	\$1,817,652,699
036	CITY OF PELICAN BAY	\$163,351,513	\$172,025,381	5%	\$150,287,102	\$158,267,258
037	TOWN OF WESTLAKE	\$2,531,548,285	\$2,632,907,280	4%	\$2,120,691,929	\$2,205,600,917
038	CITY OF GRAND PRAIRIE	\$11,127,622,953	\$11,769,726,893	6%	\$10,426,027,126	\$11,027,646,459
039	CITY OF SANSOM PARK	\$351,520,632	\$372,616,467	6%	\$323,716,607	\$343,143,837
041	CITY OF RENO	\$10,338,961	\$14,761,173	43%	\$14,000,924	\$19,989,442
042	CITY OF FLOWER MOUND	\$596,678,115	\$617,683,732	4%	\$515,007,441	\$533,137,902
043	CITY OF ROANOKE	\$154,487,123	\$164,555,463	7%	\$159,372,467	\$169,759,198
044	TOWN OF TROPHY CLUB	\$184,536,384	\$175,580,367	-5%	\$155,211,376	\$147,678,576
220	TARRANT COUNTY	\$303,942,820,184	\$311,900,958,886	3%	\$271,974,303,666	\$279,095,410,296
222	EMERGENCY SVCS DIST #1	\$10,087,865,548	\$10,517,482,558	4%	\$9,745,998,147	\$10,161,055,878
223	TARRANT REGIONAL WATER DISTRICT	\$113,682,198,451	\$121,054,449,669	6%	\$105,777,641,517	\$112,637,284,954
224	TARRANT COUNTY HOSPITAL	\$304,416,965,733	\$312,286,482,409	3%	\$272,441,816,389	\$279,484,739,940
225	TARRANT COUNTY COLLEGE	\$306,637,751,600	\$325,663,567,988	6%	\$283,969,427,795	\$301,588,752,763
306	TROPHY CLUB MUD #1	\$712,215,748	\$752,020,617	6%	\$624,964,652	\$659,893,164
319	LIVE OAK CREEK MUD #1	\$242,440,524	\$254,367,789	5%	\$228,676,670	\$239,926,799

321	FAR NORTH FORT WORTH MUD #1	\$230,075,618	\$274,268,497	19%	\$208,533,541	\$248,588,622
420	VIRIDIAN MUNICIPAL MGMT DIST	\$1,769,215,677	\$2,031,400,800	15%	\$1,657,677,827	\$1,903,333,838
421	KARIS MUNICIPAL MGMT DIST	\$19,766,477	\$34,277,838	73%	\$19,157,536	\$33,221,849
901	ARLINGTON ISD	\$44,574,963,445	\$44,297,900,484	-1%	\$38,358,778,757	\$38,120,353,507
902	BIRDVILLE ISD	\$16,745,690,202	\$16,404,271,748	-2%	\$14,172,066,966	\$13,883,120,668
904	EVERMAN ISD	\$2,523,525,821	\$2,560,523,789	1%	\$2,151,459,842	\$2,183,002,869
905	FORT WORTH ISD	\$61,037,640,809	\$60,937,097,103	0%	\$52,365,153,542	\$52,278,895,513
906	GRAPEVINE-COLLEYVILLE ISD	\$21,484,753,518	\$22,534,287,603	5%	\$19,222,799,342	\$20,161,836,557
907	KELLER ISD	\$28,547,201,546	\$28,321,580,543	-1%	\$24,359,582,965	\$24,167,058,541
908	MANSFIELD ISD	\$21,821,665,954	\$21,375,245,752	-2%	\$18,614,207,204	\$18,233,404,100
910	LAKE WORTH ISD	\$1,751,857,335	\$1,826,485,472	4%	\$1,437,934,885	\$1,499,190,102
911	NORTHWEST ISD	\$15,690,978,008	\$15,661,046,495	0%	\$14,213,379,861	\$14,186,266,958
912	CROWLEY ISD	\$12,666,744,511	\$12,331,977,878	-3%	\$10,522,684,377	\$10,244,582,642
914	KENNEDALE ISD	\$2,507,306,488	\$2,408,273,066	-4%	\$2,092,743,720	\$2,010,084,670
915	AZLE ISD	\$2,982,176,376	\$2,844,266,782	-5%	\$2,438,917,884	\$2,326,131,069
916	HURST-EULESS-BEDFORD ISD	\$22,800,471,454	\$22,468,202,500	-1%	\$19,480,072,687	\$19,196,191,567
917	CASTLEBERRY ISD	\$1,597,305,229	\$1,544,217,378	-3%	\$1,261,662,007	\$1,219,729,555
918	EAGLE MTN-SAGINAW ISD	\$17,406,728,270	\$17,213,874,705	-1%	\$14,886,237,112	\$14,721,308,709
919	CARROLL ISD	\$13,289,147,454	\$13,883,474,158	4%	\$11,757,505,425	\$12,283,332,945
920	WHITE SETTLEMENT ISD	\$3,904,033,350	\$3,641,649,262	-7%	\$3,129,734,233	\$2,919,389,600
921	ALEDO ISD	\$552,141,922	\$544,815,574	-1%	\$467,879,603	\$461,671,328
922	BURLESON ISD	\$2,609,451,002	\$2,539,433,315	-3%	\$2,169,938,784	\$2,111,714,240
923	GODLEY ISD	\$114,695,668	\$105,835,600	-8%	\$98,116,957	\$90,537,570
924	LEWISVILLE ISD	\$607,488,125	\$622,145,550	2%	\$516,415,054	\$528,875,075

Action Item 7(a): Action regarding approval of Board of Directors meeting minutes – April 22, 2024

Staff Recommendation:

Approve April 22, 2024 Board of Directors meeting minutes as presented

**Tarrant Appraisal District
Board of Directors Meeting Minutes
April 22, 2024**

This meeting was conducted 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 the 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 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 (arrived at 8:16am)
Mr. Alan Blaylock (left at 10:15am)
Mr. Rich DeOtte
Mr. Gary Losada
Ms. Gloria Peña, Secretary
Mr. Vince Puente, Chair

Also Participating:

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

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

5. Recognize Visitors; Hear Public Comments

Mr. Bennett and Mr. Crouch spoke.

6. Action Items:

a. Action regarding approval of Board of Directors meeting minutes – March 1, 2024; March 25, 2024; April 1, 2024;

Mr. Blaylock moved to approve the three drafts as presented and Mr. DeOtte seconded. The vote was unanimous, 5-0 and the motion passed.

b. Action on proposed title and salary changes for 2024 TAD budget

Ms. Peña moved to approve the staff recommendation to allow the Chief Appraiser to adjust job titles and salaries as an amendment to the 2024 budget but with no additional cost as noted in the packet. Mr. DeOtte seconded this motion and the vote was unanimous, 5-0. The motion passed.

c. Review and possible action on contract for upcoming Board of Directors at large election with the Tarrant County Elections Administrator

Mr. DeOtte moved to approve the contract between TAD and the Tarrant County Elections Administrator to conduct the May 4th Board of Directors election (and potential runoff election) and authorize the Chief Appraiser to pay the deposit amount of \$484,110 within the allotted timeframe per the contract to initiate the agreement. Also, to send a notice to the entities of a budget amendment thirty (30) days prior. Mr. Losada seconded. The vote was unanimous, 5-0 and the motion passed.

7. Discussion Items

a. 2025 proposed TAD budget initial discussion

This item was discussed however, no action was taken.

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 9:10am, 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.

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

At 11:15am, the Board returned to Open Session as provided in Item 9 of the Agenda. No action was taken.

10. Action Items, cont'd.

a. Consider and possible action on engagement with a cybersecurity consultant and consider moving committed funds to the general fund for purchase of this item

Ms. Peña moved to authorize the Chief Appraiser to engage a cybersecurity consultant for a cost not to exceed \$25,000 and if needed, transfer up to \$25,000 from the CAMA committed

funds to pay for the item. Mr. DeOtte seconded and the vote was, 4-0 as Mr. Blaylock had left the meeting.

b. Consider and possible action on purchase of network equipment/installation and consider moving committed funds to the general fund for purchase of this item

Ms. Peña moved to authorize the Chief Appraiser to purchase network equipment/ installation for a cost not to exceed \$230,000 and to transfer up to \$230,000 from the CAMA committed fund to the general fund for costs associated with this purchase if necessary. Mr. Losada seconded and the motion passed 4-0.

c. Consider a resolution to adopt an agreement to become a member of the Local Government Purchasing Cooperative and to authorize the Chair, Chief Appraiser or his designee the authority to execute the Interlocal Participation Agreement

Mr. DeOtte moved not to contract with the Texas Association of School Boards (TASB). Mr. Puente seconded and the motion passed 3-1, with Mr. DeOtte, Mr. Losada and Mr. Puente voting yes and Ms. Peña voting no.

d. Consider and possible action on purchase of Voice Over IP phone software/hardware for the main TAD office and consider moving committed funds to the general fund for purchase of this item

Ms. Peña moved to authorize the Chief Appraiser to take all action to seek a lease of purchase for Voice Over IP phone software/hardware including publishing an RFP. A friendly amendment was offered by Mr. Puente and accepted by Ms. Peña that a funding out clause be included. Mr. DeOtte seconded and the motion was passed unanimously, 4-0.

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

No future agenda items were proposed; the next Meeting is scheduled for May 10, 2024; the meeting adjourned at 11:38am.

Gloria Peña, Board Secretary

Vince Puente, Board Chair

Action Item 7(b): Consideration and action regarding accepting the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2023

For the Board's review and consideration, enclosed is the District's Fiscal Year 2023 Annual Comprehensive Financial Report (ACFR) prepared by the District's auditor, Pattillo, Brown & Hill, LLP and the District's administrative staff. Following are a few of the audit results:

- There were no findings or problems in TAD's accounting and reporting of its financial position and transactions
- TAD had \$28,209,515 in revenues in FY 2023
- In FY 2023, TAD's total expenditures were \$28,380,458
- The FY 2023 fund balance is \$11,377,298. Of the \$11,377,298 fund balance, \$9,808,704 is unassigned, constituting approximately 35% of the \$28,380,458. Specifically, \$ 7,413,530 of the fund balance was attributable to the Board-established contingency reserve which represented 25.0% or three months of the 2023 amended budget.

Representatives of Pattillo, Brown & Hill, LLP are available at the board meeting to provide additional information and answer any questions the Board may have.

Staff Recommendation:

Subject to the Board's review of the fiscal year 2023 audit and satisfactory responses to any questions the Board may have, accept the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year ended December 31, 2023

Action Item 7(c): Consider approval of a resolution to adjust limits for committed funds and/or to commit unspent and unassigned funds to existing committed funds

Current Fund Balances	<u>as of 3/31/24</u>	<u>as of 12/31/23</u>
Assigned for Prepaid Items	\$138,725	\$115,341
Committed for Software Purchases	\$853,253	\$853,253
Committed for Building Maintenance	\$305,860	\$350,000
Committed for Technology	\$250,000	\$250,000
Approved to move to General Fund	(\$235,000)	
Committed for Pension Contribution	-	-
Unassigned – Contingencies – 25% of Budget	\$7,357,227	\$7,413,530
Unassigned	<u>\$3,321,021</u>	<u>\$2,395,174</u>
	<u>\$11,991,086</u>	<u>\$11,377,298</u>

Beyond the Board-mandated contingency fund, there is approximately \$3.3 million in unassigned monies available as part of TAD’s current fund balance. A portion of this current figure is based on 2024 revenue exceeding budgeted expenditures as of the end of the first quarter, so it would be prudent to use 2023-year-end figures as a guide. With technology upgrades, election costs and other needs in the coming months, the opportunity exists to commit this unassigned money to funds for these, and other, uses. The current fund balances for the Software Purchases, Building Maintenance, Technology and Pension Contribution Funds are listed above. The Board has already allowed the transfer of an amount not to exceed \$235,000 from the Technology Fund earlier this year that has yet to be notated. Currently the Building Maintenance and Technology Funds have a cap of \$350,000 and \$250,000, respectively. The Software and Pension Funds do not have a cap.

Staff Recommendation:

We ask that the board consider approving a resolution to adjust caps to the committed funds and to commit money to these funds as they see fit.

**RESOLUTION 2024-1
FOR
DESIGNATION OF EXCESS FUNDS**

WHEREAS, section 6.06(j), Texas Property Tax Code, requires that excess must either be returned to the taxing units or credited towards the payments due the District by the taxing units, if such excess funds are not otherwise obligated to be spent; and,

WHEREAS, the audit of the District's finances for 2023 was conducted by its outside certified public accountant and based upon the audit the amount of remaining uncommitted excess funds is \$2,395,174; and,

WHEREAS, the Board of Directors determined that it would be in the public interest to assure the long-term financial interest of the District to designate the excess funds reported in the 2023 budget for the following purposes,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
TARRANT APPRAISAL DISTRICT:

That the cap for the committed funds be set at the following amounts listed:

Software Purchase Fund	amount of \$ _____
Technology Fund	amount of \$ _____
Building Maintenance Fund	amount of \$ _____
Pension Contribution Fund	amount of \$ _____

AND

That the excess funds resulting after the 2023 budget of the Tarrant Appraisal District is hereby appropriated for following purposes in the amounts listed:

Software Purchase Fund	amount of \$ _____
Technology Fund	amount of \$ _____
Building Maintenance Fund	amount of \$ _____
Pension Contribution Fund	amount of \$ _____

RESOLVED THIS 10th DAY OF MAY, 2024.

Vince Puente, Chairman, Board of Directors

ATTEST:

Gloria Pena, Secretary, Board of Directors

Action Item 7(d): Discussion and possible action on proposed policy change concerning nepotism rules in TAD Personnel Policy manual

Section 3.0(E) of TAD's Personnel Policy currently reads:

E. Employment of Relatives

(1) The Texas Property Tax Code prohibits certain relationships within Texas appraisal districts. No person related to a member of the District's Board of Directors, the Chief Appraiser, or a member of the Appraisal Review Board, within the third degree by blood or second degree by marriage (as defined below), may be employed by TAD.

(2) To prevent family or similar relationships from influencing employment, job assignment, work scheduling, performance evaluation, advancement, and other personnel and operational matters, employees who are related within the third degree by blood or second degree by marriage (as defined below) shall not, as a general rule, be employed within the same department unless the relationship existed and was previously approved prior to the effective date of these policies and procedures. This prohibition applies to all regular full-time, part-time, seasonal or temporary, and other positions and contracts for temporary worker and other services. When an individual applies for employment and it is determined that a prohibited relationship would exist if the applicant is hired, an evaluation will be made to determine if the applicant should or can be hired and if the relationship would create a burden or hardship on TAD or its employees. This determination is within the sole discretion of the Chief Appraiser.

(3) With the exception of those current TAD employees who are in a previously approved otherwise prohibited relationship prior to the effective date of these Personnel Policies and Procedures, prohibited relationships within the second degree of blood or marriage include the following: father, mother, husband, wife, son, daughter, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent-in-law, grandchild-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, or stepsister.

(4) TAD employees are responsible for promptly disclosing to both their department director and the human resource section any prohibited relationship they have established or are considering establishing. If two TAD employees become related as defined above, the Chief Appraiser and the department director will perform an evaluation to determine if one or both of the employees may remain employed. If it is determined by the Chief Appraiser and the department director that the relationship will not harm or affect the day-to-day activities of the District, the employees may be allowed to remain employed. If it is determined that one of the employees has to terminate his or her employment, the Chief Appraiser shall decide which employee will remain in his or her current position, giving due consideration to work history, performance evaluations, and other relevant factors including but not limited to what is in the best interest of TAD. This determination is within the sole discretion of the Chief Appraiser.

(5) A person shall not be employed or promoted if such employment will place him or her in a position of supervising or being supervised by a member within the above defined relationships. No department director, manager, or supervisor shall use his or her position to try and influence another employee to hire a member of his or her immediate family.

(6) In addition to familial relationships, personal relationships and/or associations, the nature of which would lend them to favoritism, are also prohibited.

(7) Notwithstanding any other provision of this section (E), the nepotism prohibitions applicable to the Chief Appraiser, to candidates for the position of Chief Appraiser, and to his or her relative are those set out in Chapters 6 and 41 of the Texas Tax Code, including, but not limited to, Sections 6.035 and 41.69, and in Sections 573.041 of the Texas Government Code.

In an effort to remove ambiguity in the policy, we offer the suggested changes to subsections 2 & 4:

(2) To prevent family or similar relationships from influencing employment, job assignment, work scheduling, performance evaluation, advancement, and other personnel and operational matters, **employees related by the first degree of blood or marriage (parent/child or spouses) shall not be employed at TAD, regardless of department or position, nor shall** employees who are related within the third degree by blood or second degree by marriage (as defined below) ~~shall not, as a general rule,~~ be employed within the same department unless the relationship **described in this subsection** existed and was previously approved prior to the effective date of these policies and procedures. This prohibition applies to all regular full-time, part-time, seasonal or temporary, and other positions and contracts for temporary worker and other services. **When an individual applies for employment and it is determined that a prohibited relationship would exist if the applicant is hired, an evaluation will be made to determine if the applicant should or can be hired and if the relationship would create a burden or hardship on TAD or its employees. This determination is within the sole discretion of the Chief Appraiser**

(4) TAD employees are responsible for promptly disclosing to both their department director and the human resource section any prohibited relationship they have established or are considering establishing. If two TAD employees become related as defined above, the Chief Appraiser and the department director will perform an evaluation to determine if one or both of the employees may remain employed. **If it is determined by the Chief Appraiser and the department director that the relationship will not harm or affect the day-to-day activities of the District, the employees may be allowed to remain employed. If current staffing allows, one employee may be moved to another department where a conflict does not exist.** If it is determined that one of the employees has to terminate his or her employment, the Chief Appraiser shall decide which employee will remain in his or her current position, giving due consideration to work history, performance evaluations, and other relevant factors including but not limited to what is in the best interest of TAD. This determination is within the sole discretion of the Chief Appraiser.

Staff Recommendation:

Approve amendments to Section 3.0(E)(2) and Section 3.0(E)(4) as noted above by highlights in the Tarrant Appraisal District Personnel Policy Manual.

Action Item 7(e): Discussion and possible action on proposed policy change concerning limitation on information system purchases in the TAD Purchasing Policies and Procedures manual

In an effort to streamline purchases for IS-related hardware and software, the following changes to Section 10.0 of the TAD Purchasing Policies and Procedures are proposed. Any purchase over \$50,000 would still require Board approval as mandated. The proposed change would only remove the need for Board approval for purchases for Information Services-related items that total between \$25,000 and \$50,000. The proposed changes are listed below, including necessary renumbering.

10.0 Action by the Board of Directors

10.1 The board of directors must approve all contracts and purchases subject to the competitive bidding process.

~~10.2 For purchases related to information systems, the board of directors must approve all contracts and/or purchases that will be \$25,000 or more. Examples of information systems related items include but may not be limited to: hardware, software, third party software license agreements, hardware or software maintenance contracts, peripheral computer components and/or accessories, etc.~~

10.2 For purchases of \$50,000 or less, ~~and that do not pertain to the purchase of information systems related items,~~ the board of directors authorizes the purchasing agent to procure necessary goods and services as provided for in the district's current year adopted budget.

10.3 After a complete and thorough review of all quotations, qualified bids, proposals, or qualification statements, the Chief Appraiser or his/her designee will provide information, summaries, tabulations and award recommendations to the TAD board of directors when applicable. The board may review the information provided and ask additional questions to gain a clear understanding and do one of the following:

10.3.1 For bids, award the bid to either the lowest responsible bidder or to the bidder who provides goods or services at the best value for the district, or reject any and all bids and re-advertise for new bids;

10.3.2 For proposals, award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the district considering the relative importance of price and the other evaluation factors included in the request for proposals. TAD's board of directors reserves the right to reject all, or a portion of all, proposals submitted;

10.3.3 For defined professional services, award the contract to the professional service provider based on the qualifications and demonstrated competence to perform the services for a fair and reasonable fee. Fees under the contract may not exceed any maximum provided by law. For architects, engineers, and land

surveyors, fees are subject to negotiation at a fair and reasonable price. (Sec. 2254 TGC)

Staff Recommendation:

Approve amendment to Section 10.0 as noted above by highlights in the Tarrant Appraisal District Personnel Policy Manual.

Action Item 7(f): Consider and possible action on contract for printing/mailing/email services for Tarrant Appraisal Review Board hearing notices and final/agreed orders and TAD mailings in the future

In an effort to improve efficiency, save/repurpose labor cost and comply with electronic communication statutes, TAD has sought an outside service to assist with notice mailings. Initially, we are looking at using the service for notices and orders coming from the Tarrant Appraisal Review Board. Quadient is a vendor that specializes in this service for many companies and organizations, including appraisal districts. The following data was supplied by their office for review.

The initial costs for the service entail a 60-month lease of the software platform at a cost of \$2,131.62 per month. This is \$25,579.44 annually and \$127,897.20 for the life of the agreement. The cost includes the deployment of the software and training of up to 40 hours. The agreement with Quadient would be based on State of Texas Smart Buy Contract 985-C1. Additionally, there are costs per mailing based on the pricing structure below. Fees and postage would be invoiced monthly.

	Usage Type	Invoice Unit*	Pricing
IMPFIRSTP1	First Page (US Letter, #10)	Per Envelope	\$0.24
IMPADDP1	Additional Page (US Letter)	Per Page	\$0.11
IMPCOL1	Color Print (upcharge) **	Per Page	\$0.09
IMP6X91	6 x 9 (upcharge) **	Per Envelope	\$0.05
IMPC41	Flat (9 x 12) **	Per Envelope	\$0.34
IMPECERT1	e-Certified w/Return Receipt (upcharge) **	Per Envelope	\$0.95

Staff Recommendation:

Authorize the Chief Appraiser to engage in a 60-month contract at a base cost of \$2,131.62 per month with Quadient for printing, mailing and emailing services (including software) for current Tarrant Appraisal Review Board hearing notices and final/agreed orders and, potentially, other TAD mailings as practicable. Additional costs on a per mailing or per page basis are to be managed by TAD staff to remain within TAD's annual budgets.

Budget Note:

This is not a specifically budgeted service within the 2024 budget, but cost will be covered by budgeted print and mailing costs.

BUSINESS CASE

Input and Output Document Management Solution

Prepared for: Tarrant Appraisal District

Proposal date: April 30, 2024

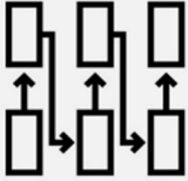

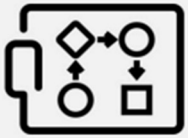
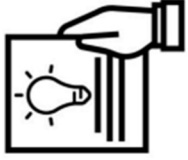

Valid until: May 25, 2024

Submitted by: John O'Neal Government Account Executive
Guy Bostelmann – Solutions Analyst





Engagement Process

<p>01 Explore your communications</p> 	<p>Understand the purpose and step-by-step process for your most important mailing or shipping jobs.</p>	<p>3/18 & 3/19 Teams Discovery meeting with TAD team 3/27 Onsite Assessment meeting with TAD team</p>
<p>02 Assess current workflows</p> 	<p>Collectively identify and measure process gaps. Pinpoint risk factors. Isolate exceptions.</p>	<p>4/17 & 4/24/24 Teams meeting with Ryan for SOW development</p>
<p>03 Design optimized workflows</p> 	<p>Inject technology or modify methods to streamline processes, eliminate gaps and minimize risk.</p>	<p>04-30-24 Business Case Review</p>
<p>04 Provide business case</p> 	<p>Includes gap analysis, workflow transformation plus clear and quantified business results.</p>	<p>Execute contracts, project development, implementation and deployment - TBD</p>
<p>05 Implement solution</p> 	<p>Our customer success team and your stakeholders put new systems into operation.</p>	

Executive Summary

IMPACT



Expense Control

- ✓ Quadient Technology provides a quick and easy way for creating, mailing, tracking and reconciling the distribution of Certified Mail and 1st Class mail providing an **estimate 80% reduction in annual Labor Cost and an estimated 6-8% reduction in NOPH USPS Postage based on proposed USPS increases.**



Risk Mitigation

- ✓ Leveraging the latest technology from Quadient will ensure **SLAs are easily met as volumes grow without adding additional burden rates.** Intelligent and Secure Barcode technology ensures only the right recipient receives their personalized communications and **reducing processing times by 98% ensuring SLAs are easily met.**



Customer and Employee Engagement

- ✓ Moving communications to our mail fulfillment platform will eliminate downtime and **mitigate future cyber attacks for TAD.** Quadient is on the AWS platform and is ISO 27001 certified for Information Security Management Systems.
- ✓ Quadient Solutions will **Future Proof TAD** by providing scalable technology that can quickly and easily adapt for anticipated growth requirements with minimal additional financial investment once the core solutions are implemented.

Executive Summary

Project Requirement Analysis

- Tarrant Appraisal District is interested in automating the Order of Determination (ODP) / Final Notices Certified Mail and Notice of Protest Hearing (NOPH) letters document processing. ODP letters are required by state statutes to be mail in a timely manner using USPS Certified Mail.
- Tarrant Appraisal District has experienced an aggressive growth of protest hearings requested. Over 35,000 NOPH and ODP of each letters were prepared last year and with anticipated increases of 11% or more in volume for each of the next few years.
- Internal and external mail procedures require multiple manual “touch” processes by several employees of all levels as an “all hands on” approach during protest season.
- FTE Print daily NOPH letters and fold-insert them into Certified mail envelopes using a Quadient Automated Folder-Insertor. These can contain >10 pages and are mailed at a USPS First Class Mixed AADC rate \$0.58 each comingled by 3rd party pre-sort company.
- FTE Print daily ODP letters and fold-insert them into Certified mail envelopes using a Quadient Automated Folder-Insertor. Inserted Certified mail USPS postage is applied using Quadient postage meter mailed at a USPS First Class Retail rates. These can contain >10 pages and are mailed at a USPS First Class Retail letter rate of up to \$1.12 each plus Certified fees.
- Protest season creates a “bottle neck” for document preparation and Tarrant Appraisal District requires automation for both the Internal preparations and External fulfillment of Property Owners and Agents NOPH and ODP letters.



Executive Summary

quadient

Project Solutions and Impact

- **Quadient** can deliver a single-source solution incorporating any combination of in-house, Hybrid outsourced or digital mailing methods that provides you the flexibility to evolve at your own pace.
- **Quadient Impress Automate and Distribute** software solutions are automated Customer Communication Management solutions that produce actionable, personalized and secure communications. With its ability to manage pre-defined business rules to streamlines document preparation and distribution through 5 full-service fulfillment facilities giving you complete control over your document distribution processes while optimizing efficiency, accuracy and security.
- Daily NOPH letters are automatically consumed into Impress Automate and Distribute Software platform. **The required NOPH documentation is added to the individual letters and sent Electronically to the Quadient Fulfillment facility.** This process is instant, and **this process requires no FTE intervention.** These letters will be mailed at a USPS postage rate of \$0.547 savings **TAD 6% per letter or \$0.033 for each letter.**
- Daily ODP letters up to 70 pages are automatically consumed into Impress Automate and Distribute Software. **The required ODP documentation is added to the individual Certified Mail letters and sent Electronically to the Quadient Fulfillment facility.** This process is instant, and **this process requires no PTE intervention.**
- Business Process Improvements include:
 - **\$16K reduction in Labor Cost**
 - **Up to 6% reduction in NOPH USPS Postage**
 - **75% improvement in ODP processing time**
 - **95% improvement in NOPH processing time**
 - **SLA's are easily met as volumes grow without adding additional burden rates**

© Quadient

Financial Considerations

Product Summary	
<ul style="list-style-type: none"> IMPSUBULTI-P9 Impress Enterprise Ultimate T1 Customer Communication Management Software Platform IDA-PS Professional Services, Software Development, Deployment, Implementation & Training up to 40 hours 	
Cost Summary	
01	60-month lease with Non-Appropriation terms
\$2,131.62 per month *	
02	Software development deployment and training
Included	
Total Monthly Fixed Cost	
\$2,131.62 per month*	

* Usage fees and postage will be invoices monthly after services provided (See included Usage Schedule for Quadrant Impress Cloud Services)

Usage Type	Invoice Unit*	Pricing
IMPFIRSTP-1 First Page (US Letter, #10)	Per Envelope	\$0.24
IMPADDP1 Additional Page (US Letter)	Per Page	\$0.11
IMPCOL1 Color Print (upcharge) **	Per Page	\$0.09
IMP6X91 6 x 9 (upcharge) **	Per Envelope	\$0.05
IMPC41 Flat (9 x 12) **	Per Envelope	\$0.34

IMPECERT1 e-Certified w/Return Receipt (upcharge) ** | Per Envelope | \$0.95

Texas SMART Buy Shopping Cart Link to issue NASPO PO:
https://www.txsmartbuy.com/app/siteRedirector.ssp?origin=home&orig_in_hash=sharedCart?viewFilter=%7B%22savedCartId%22%3A%22225497841%22%2C%22createDate%22%3A%222024_4_30_18_40%22%2C%22isPurchaser%22%3Afalse%22%22isPurchaseOrder%22%3Afalse%7D



**Pricing above is in accordance to the NASPO – TX Smart Buy Contract.
 Texas Smart Buy PO needed to proceed with the order.



We're here to help you! Contact the Texas SmartBuy Help Desk at TxSmartBuy@cpa.texas.gov or call the Outreach Team at 512-463-3034 Option 1.

The State of Texas Cooperative Purchasing Program, available for local governments, education, and non-profit assistance organizations, is now called a Texas SmartBuy Membership.

Action Item 7(g): Consider and possible action on contract for homestead audit services

Senate Bill 1801, passed in late 2023, requires an appraisal district to have a formal plan for periodic review of each residential homestead exemption granted under Texas Property Tax Code Section 11.13. Even prior to passage of this bill, TAD staff diligently worked to ensure exemptions were applied properly and to follow the proper channels when investigating and, if necessary, removing an exemption that should not be allowed on a property. The current year marked the first year under the new bill and internal staff set out to review the first section of the county as part of the five-year plan.

Outside companies also offer services to review homestead exemptions. The outside vendor is able to take a more deliberate and narrowed approach to reviewing the properties and alerting TAD staff of specific properties that need to be reviewed more closely. Use of this service frees TAD staff to focus more on customer service and processing current applications and then focus on researching the specific accounts that are flagged by the homestead audit vendor.

TrueRoll and Linebarger Goggan Blair & Sampson are two vendors that provide this service. They have provided the enclosed proposals to work with TAD to review our records and provide a homestead audit. After reviewing the proposals, staff recommends we engage with TrueRoll. Their process involves working and meeting with TAD staff to discuss our processes and to review the results of their investigation. Beyond identifying fraudulent exemptions, they also work to identify properties that do not have an exemption that may qualify. TrueRoll's process reviews the entire county in the year of engagement and they have two pricing options – a base cost for approximately \$418,000 and one with the AppVetter service (application screening tool for new applications) bundled for approximately \$467,000. Linebarger's proposal is described as more of a turnkey approach, but is a three-year commitment with a cost of approximately \$2.9 million.

Staff Recommendation:

Authorize movement of \$417,783.42 or \$466,281.55 from a committed fund to the general fund for use by the Chief Appraiser for this item. Further, authorize the Chief Appraiser to engage with TrueRoll's homestead exemption monitoring service at the cost of \$417,783.42 or \$466,281.55 for one year.

Budget Note:

This is not a specifically budgeted service within the 2024 budget. Committed funds are sought for the purchase of this service.



Proactive Homestead Monitoring™

An end-to-end solution for managing exemption roll accuracy and new application verification. TrueRoll will empower the Tarrant Appraisal District to correct & **monitor its exemption roll in real-time.**

Prepared For:
Alex Jasko at SHI for:

Joe Don Bobbit
Chief Appraiser
Tarrant Appraisal District
2500 Handley Ederville Rd.
Fort Worth, TX 76118

Prepared On: May 2nd, 2024

Prepared By

Billy Kingston
240-277-4190
billy@trueroll.io



■ MAPS Compliance

TrueRoll is the only software vendor in TX to provide a full service, MAPS-compliant¹, proactive homestead monitoring service. TrueRoll's web-based software, TX CAD-specific datasets, and trained investigation staff will ensure homestead fraud is identified and removed from the Tarrant tax roll in a timely manner.

Full Service

A number of Texas jurisdictions have expressed interest in TrueRoll's Full Service solution where TrueRoll will audit all exemptions in real time and present homestead removal recommendations via evidence-supported fraud investigation reports to staff for final removal and back-tax decisions. **Full service benefits to Tarrant AD:**

- Full control over exemption removal decisions: TrueRoll investigation staff will work closely with Tarrant CAD exemption staff to understand their business process and evidential burden-of-proof to ensure every single investigation report and removal recommendation is defensible in any arbitration or appeal.
- Time savings of multiple TAD Exemption Staff: Auditing all exemptions (or even 1/5th of 520,000 annually) amounts to thousands of staff hours saved. With TrueRoll Full Service, TAD staff will no longer need to perform any fraud discovery or investigation work to maintain legislative compliance and an accurate tax roll.
- CAMA Interface: TrueRoll's solution is software-based and maintains connection with Tarrant's CAMA in order to keep a single source of information for exemptions within the CAD. Service-based solutions are not able to perform this function.

The TrueRoll Difference

Other Texas homestead audit vendors will audit 1/5th of your tax roll each year, TrueRoll's algorithms and TX CAD-specific datasets audit your entire tax roll every year.

In large jurisdictions, homestead fraud occurs every day, and doesn't wait for 5 year review cycles to occur. The day after a parcel's exemption eligibility is audited, that owner could have purchased a 2nd homestead in Cameron or Harris CAD and filed for a change of address with the Postal Service. TrueRoll identifies this eligibility change soon after it happens and doesn't force the jurisdiction to wait 4 more years to add exemption-related assessed value back to the tax roll.

¹ TrueRoll confirmed TrueRoll's MAPS compliant solution in September of 2023 with [Shannon Murphy and Allison Mansfield](#) in the Property Tax Assistance Division of the Texas Comptroller.



■ The Promise of TrueRoll's Approach

TrueRoll's unique approach focuses on the **Past, Present & Future**, and is the only full-lifecycle exemption administration solution on the market.

<< Past Review Historical Exemptions	Present Vetting New Exemption Applications	Future >> Proactively Monitoring All Exemptions
TrueRoll performs an AI-powered historical review of your exemption roll dating back up to 10 years to make sure your tax roll is current and monies owed are paid.	New exemption applications come in every day, often 1000s per year that take multiple employees months to review. New applications can now be automatically vetted, approved/denied with TrueRoll using a fraction of the resources.	Tax rolls are dynamic. The only way to keep them accurate is to monitor the qualification status of each exemption enrollee in real-time and notify the citizens proactively when their qualification status changes. No more audits and no more multi-year back-tax processes.

The benefits to our customers of this full lifecycle approach are the following:

- 1. Increased tax revenues** by removing unqualified exemptions and identifying unqualified auto-renewals **before** they renew.
- 2. Increased social equity** by identifying **unclaimed** exemptions – owners eligible for homesteads but are not currently enrolled.
- 3. Reduced citizen disruption** by eliminating the problematic collection of back-taxes by proactively identifying disqualified exemptions before fines are necessary.
- 4. Streamline Investigations for Tarrant County Appraisal District's Office staff** by automating the identification of unqualified exemptions across 1,000s of data sources, removing the need to monitor rental sites manually, check returned mail, and read endless obituaries.
- 5. Improved relationship between the taxpayers** and your office through positive press associated with removing unqualified exemptions and enrolling qualified homeowners.²

² All deployments come with an optional PR module to easily create positive coverage around your exemption equality initiative.



■ Pricing & Procurement

TrueRoll guarantees over 100% ROI each year.

TrueRoll can often pay for itself in collected back taxes alone, but to understand the full ROI, consider all of the benefits:

- Collections** Back taxes collected from historically unqualified exemptions
- New Assessed Value** The annual value of future tax revenue that is added to the tax roll by removing unqualified exemptions that would otherwise have been renewed.

The pricing table below describes our MAPS Compliant proposal:

Proactive Monitoring + AppVet™ Bundle	
CAMA Data Import	
TrueRoll Proactive Monitoring™ for Unqualified Exemptions, unlimited users	
TrueRoll Customer Success Delivery Methodology™: Training, bi-weekly project meetings & quarterly updates	
Unclaimed Exemption Identification	
AppVet™: Exemption Application analysis deployed within TrueRoll	
\$466,281.55 for 1 year	

Proactive Monitoring	
CAMA Data Import	
TrueRoll Proactive Monitoring™ for Unqualified Exemptions, unlimited users	
TrueRoll Customer Success Delivery Methodology™: Training, bi-weekly project meetings & quarterly updates	
Unclaimed Exemption Identification	
\$417,783.42	

Pricing Notes

- Training & Support via chat, email, phone, and zoom included.
- Flexible billing allows for quarterly, semi-annual, annual invoices



Procurement Options

- DIR, NASPO ValuePoint, OMNIA
- "Piggyback" off of previously bid, reciprocal agreement public RFP contracts
- Purchase through CAMA vendor partner contracts
- ARPA Funds may be available to pay for some or all of TrueRoll costs

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

Terrace 2, 2700 Via Fortuna Drive

Suite 500

Austin, TX 78746

Main: 512.447.6675

May 2, 2024

Email: JJ.Wells@lgbs.com

Joe Don Bobbitt
Executive Director / Chief Appraiser
Tarrant County Appraisal District
100 E. Weatherford
Fort Worth, Texas 76196

RE: Homestead Exemption Analysis (HEA) proposal

Dear Mr. Bobbitt,

Thank you for the opportunity to present our firm's Homestead Exemption Analysis service: Linebarger's post-SB1801 offering is for an initial program designed to clean the rolls of erroneous homesteads followed by an annual maintenance program. While not included in our original proposal, we have also developed a program to help identify those who are eligible for a homestead but have not yet requested one. We can provide pricing for this additional service upon request.

A Proven, Turnkey Solution that Minimizes CAD Workload

Linebarger offers a proven, full-service compliance program that meet the new requirements under SB 1801 regarding periodic review of residence homestead exemptions. Our Homestead Exemption Analysis (HEA) program is a turnkey service, without any significant burden on appraisal district staff: trained firm personnel perform all tasks, from initial research identifying potential ineligible accounts to contacting taxpayers by U.S. mail (no outbound calling) to conversations with taxpayers by our highly trained exemption analysts. This approach goes far beyond the naked lists of suspect accounts offered by our competitors, sometimes based on unspecified information "scraped" from public websites.

Linebarger's HEA deploys proprietary software and processes designed specifically for identifying the "needles" in the homestead "haystack": Linebarger partners with TransUnion (TU), an international leader in personal information data management, to ensure access to premier external data resources. TU's TLOxp® is updated daily and is recognized as the tool to rely on for nationwide identity, address, and asset information verification. We use a batch process to examine each homestead, identifying those marked as suspect for reasons of multiple homesteads, death of the owner, or non-residence at the situs. That initial scrub serves as the basis for follow-up research by a team of in-house researchers dedicated solely to performing homestead research.

The process finds homestead exemption holders who:

- Are not using their property as a primary residence, or
- Are claiming multiple homesteads, or similar benefits in other states
- Have lost their eligibility due to a change in the ownership (deceased individuals).

The HEA program comprises an initial two-year cleanup, followed by a lower-cost, yearly "maintenance" review of the scrubbed roll. This approach is taxpayer friendly and designed to catch erroneous homesteads as they go bad, avoiding multiple years of underpaid taxes and interest. Texas law now calls for Appraisal

Districts to have a program in place to address erroneous homesteads by Jan. 1, 2024, and we are ready to assist TAD in complying with and exceeding the expectations of account veracity. Additionally, Linebarger is familiar with the appraisal district budget processes mandated by the Texas Tax Code, we do not require advance payment, and we offer flexible payment terms to accommodate those processes.

Experience

Since 2012, our HEA services have found thousands of residential properties that were enjoying more than a fair share of tax relief provided by residence homestead exemptions. The erroneous homesteads that we identify allow our clients to remove exemptions and recapture revenue otherwise borne by taxing units and compliant homeowners.

As of May 2024, the firm has been engaged in more than 19 HEA projects with 17 Texas appraisal districts, including Nueces CAD, Galveston CAD, and Hays CAD, with two that have contracted for a second HEA. Our efforts have identified more than \$29 million in underpaid past taxes from erroneous homesteads, not including future revenue from the cleanups. The value added to the tax rolls by the removal of erroneous homesteads by HEA clients totals more than \$3.47 billion (counting the benefit for all jurisdictions and all years). The return on our HEA projects has averaged \$7.14 for every dollar spent on our fee.

Taxpayer Friendly

A program to help remove invalid, fraudulent and erroneous homesteads is fundamentally a fairness issue for those who do not abuse the system. Not only does our HEA increase tax revenue to the entities, it provides a valuable service to the Appraisal District in an efficient and affordable manner that does not require the long-term cost of new employees, new services or additional space, while minimizing impact on the workload of current staff. We have developed this program to ensure that the return to the Appraisal District (and therefore to the entities) exceeds the cost of recovery. By increasing revenue to entities upon the removal of erroneous homesteads, and improving the fairness to all who are following the law, our HEA can help the Appraisal District continue its commitment to high-quality service.

Pricing

For an appraisal district the size of Tarrant County (approx. 395,000 HSEs), the charge for this service would be **\$2.90 per HSE** for years one and two (**\$1,145,500/year for 2 years**) then **\$1.50 per HSE** per year after that (**\$592,500/year, 3 years**). Each year after the initial cleanup, we perform a full examination of every Homestead on the rolls, with the aim of keeping the rolls clean and minimizing the incidence of large and unexpected tax bills for corrected exemptions.

These prices include mailings (including certified mail), research and call center activities by agents that are Linebarger employees, plus real-time read-only remote CAMA system access by agents.

Thank you again for your consideration, and please feel free to contact me with any questions.

Best Regards,



JJ Wells
Attorney / Director of Analytics & Discovery
Direct Phone: (512) 634-3757

Discussion Item 8(a): 2025 Budget Workshop

After seeking direction at the prior Board meeting, staff continued to review projected needs and expenses for the 2025 budget year. The attached documents include:

- Proposed 2025 Budget with staff's attempt to maintain a near zero increase over the 2024 Budget; this projection shows a 0.78% increase over 2024's budget overall, with a 0.02% increase for the taxing entity portion (pgs. 35-38)
- Proposed 2025 Budget with same direction, plus the added IS hardware/software needs discussed throughout 2023 & 2024 + estimated funds for the projected new CAMA software; this projection shows a 16.85% increase over 2024's budget overall, with a 16.64% increase for the taxing entity portion (pgs. 39-42)
- Listing of the added IS hardware/software needs provided to show the difference between the two projections (pg. 43)
- Current Contract List for Items/Services in Excess of \$50,000 (pgs. 44-45)

Staff is available to discuss projections and directions with the Board



2025 PROPOSED BUDGET

May 10, 2024

BOARD OF DIRECTORS

Vince Puente - Chairman
Gloria Pena - Secretary
Alan Blaylock
Wendy Burgess
Rich DeOtte
Gary Losada

EXECUTIVE DIRECTOR AND CHIEF APPRAISER

Joe Don Bobbitt

**PROPOSED 2025 BUDGET
TARRANT APPRAISAL DISTRICT
Budget Summary & Financing Method**

EXPENDITURES:	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2025 BUDGET	% Of Total	2025% CHANGE
Direct Salaries	\$ 16,797,595	\$ 16,334,386	\$ 17,369,752	\$ 17,516,791	59.1%	0.8%
Retirement Benefits	2,307,326	2,202,136	2,387,555	2,408,563	8.1%	0.9%
Pension Liability Contributions	-	1,240,000				
Group Insurance Benefits	2,923,069	2,399,942	2,955,289	3,140,680	10.6%	6.3%
Total Payroll Costs	\$ 22,027,990	\$ 22,176,464	\$ 22,712,596	\$ 23,066,034	77.8%	1.6%
Training, Travel, Dues & Publications	335,666	258,752	396,139	466,237	1.6%	17.7%
Appraisal Review Board Compensation	725,000	512,865	655,000	500,000	1.7%	-23.7%
Legal, Litigation & Arbitration Expense	1,639,400	1,682,718	1,764,650	1,839,650	6.2%	4.3%
Professional Services - Other	909,756	770,236	1,183,980	1,499,880	5.1%	26.7%
Office Rent, Utilities, & Janitorial	118,217	181,278	162,635	160,715	0.5%	-1.2%
Telephone & Communications	115,298	89,961	91,970	91,970	0.3%	0.0%
Postage, Freight, & Mailing Services	893,483	921,046	654,001	704,181	2.4%	7.7%
Materials, Supplies, Services	1,570,199	1,456,631	1,660,438	1,224,301	4.1%	-26.3%
Contingencies	100,000	-	100,000	100,000	0.3%	0.0%
Capital Outlay	196,380	330,507	47,497	4,497	0.0%	-90.5%
Total Other	6,603,399	6,203,994	6,716,310	6,591,431	22.2%	-1.9%
Totals	\$ 28,631,389	\$ 28,380,458	\$ 29,428,906	\$ 29,657,465	100%	0.78%
FINANCING METHOD:						
Taxing Unit Allocations	\$ 27,728,683	\$ 27,728,683	\$ 28,476,200	\$ 28,482,465	96.0%	0.02%
Interest Earnings	200,000	643,551	250,000	575,000	1.9%	130.0%
Data Sales/ Misc. Income	5,200	88,706	5,200	50,000	0.2%	861.5%
911 District Contract Payment	197,506	197,506	197,506	-	0.0%	-100%
Rendition Penalty Payments	150,000	240,504	150,000	200,000	0.7%	33%
Transfer from Bd. Est. Contingency Res.	350,000	0	-	-	0.0%	
Transfer from Bldg. Maint. Comm. Fund	0	0	-	-	0.0%	
Transfer from Tech. Committed Fund	0	0	-	-	0.0%	
Transfer from Pension Liab. Comm. Fund	0	0	-	-	0.0%	
Transfer from CAMA Committed Reserve	0	0	-	-	0.0%	
Transfer from Unrestricted/Unassigned	0	(689,435)	350,000	350,000	1.2%	0%
Totals	\$ 28,631,389	\$ 28,209,515	\$ 29,428,906	\$ 29,657,465	100%	0.78%
Proceeds from Capital Leases		\$ -	0	0		

**PROPOSED 2025 BUDGET
TARRANT APPRAISAL DISTRICT
Account Summary
All Departments / Divisions**

ACCOUNT NUMBER	ACCOUNT NAME	2023 ACTUAL	2024 BUDGET	2025 BUDGET
3001	SALARIES	\$15,785,724	\$17,028,643	\$17,178,704
3035	OVERTIME/COMP TIME PAID	55,385	35,317	35,317
3045	EMPLOYEE BENEFITS - RETIREMENT	2,202,136	2,387,555	2,408,563
3047	PENSION LIABILITY CONTRIBUTIONS	1,240,000		
3050	EMPLOYEE BENEFITS - INSURANCE	2,646,535	2,955,289	3,140,680
3085	CONTRACT LABOR	183,336	216,258	176,270
3090	TEMPORARY SUPPORT	63,346	89,534	126,500
4001	MISCELLANEOUS	31,887	59,396	65,624
4002	FURNITURE & EQUIP < \$5,000	9,415	12,175	15,975
4003	COMP./ELECTR./TECH< \$5,000	124,862	148,255	75,885
4005	OFFICE SUPPLIES	18,146	29,715	35,720
4006	GRAPHICS - MAPPING SUPPLIES	494	3,709	5,070
4010	OFFICE RENTAL	39,873	54,740	52,820
4015	INSURANCE & BONDS	37,509	37,927	37,927
4020	POSTAGE - FREIGHT - MAIL SERVICE	921,046	654,001	704,181
4025	REPRODUCTION & MICROFICHE	16,331	4,894	4,894
4030	COMPUTER SUPPLIES	47,959	53,210	53,210
4035	UTILITIES	82,573	85,020	85,020
4045	PRINTING	63,567	54,775	54,950
4050	ADVERTISING	14,909	17,323	11,755
4055	TELEPHONE	89,961	91,970	91,970
4060	JANITORIAL SERVICE/SUPPLIES	21,323	22,875	22,875
4065	HARDWARE RENTALS	841	696	540
4070	SOFTWARE FEES	680,477	748,274	583,620
4075	HARDWARE MAINTENANCE	100,238	141,996	178,544
4100	DUES AND SUBSCRIPTIONS	128,828	141,885	229,642
5010	TRAVEL	36,575	90,079	105,529
5015	TRAINING	93,349	164,175	131,066
5025	LEGAL & LITIGATION EXPENSES	1,669,491	1,725,000	1,800,000
5030	APPRAISAL REVIEW BOARD FEES	512,865	655,000	500,000
5035	ARBITRATION/ADMIN. HEARING EXPENSE	13,227	39,650	39,650
5040	OTHER PROFESSIONAL SERVICES	769,436	1,183,980	1,499,880
5050	MAPPING SERVICES	347,506	347,506	100,000
5060	INTEREST	801	587	587
6005	CONTINGENCIES	-	100,000	100,000
CAPITAL OUTLAY:				
6501	FURNITURE & EQUIPMENT	-	-	-
6502	LEASE PAYMENTS - PRINCIPAL	5,283	4,497	4,497
6503	LEASEHOLD IMPROVEMENTS	-	-	0
6504	COMPUTER SOFTWARE	-	-	-
6505	COMPUTER EQUIPMENT	325,224	43,000	-
6506	CAMA SYSTEM	-	-	0
TOTALS		\$28,380,458	\$29,428,906	\$29,657,465

**PROPOSED 2025 BUDGET
TARRANT APPRAISAL DISTRICT**
Staffing
All Divisions / Departments

DEPARTMENT	2024	2025	CHANGE	2025 SALARY BUDGET
Residential Appraisal (1000)	47	46	(1)	\$ 3,401,171
BPP / Utilities / Minerals (1500)	27	27	0	1,916,815
Commercial Appraisal (2000)	51	50	(1)	4,256,862
Information Services (4000)	18	15	(3)	1,733,192
Support Services (5000)	44	46	2	2,467,372
Geographic Information Services (5500)	4	3	(1)	195,771
Administration (8000)	20	22	2	1,730,056
General Operations (9000)	5	5	0	298,543
TOTALS	216	214	(2)	\$ 15,999,782
Merit/Equity/COLA	4.0%	4.0%	0.0%	644,992
Less Salary Savings - Attrition				(495,526)
Salary Supplement - Auto Allowances	108	108	0	816,000
Service Incentive				213,456
Total				\$ 17,178,704



2025 PROPOSED BUDGET

May 10, 2024

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TARRANT APPRAISAL DISTRICT
Budget Summary & Financing Method**

EXPENDITURES:	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2025 BUDGET	% Of Total	2025% CHANGE
Direct Salaries	\$ 16,797,595	\$ 16,334,386	\$ 17,369,752	\$ 17,516,791	50.9%	0.8%
Retirement Benefits	2,307,326	2,202,136	2,387,555	2,408,563	7.0%	0.9%
Pension Liability Contributions	-	1,240,000	-	-	-	-
Group Insurance Benefits	2,923,069	2,399,942	2,955,289	3,140,680	9.1%	6.3%
Total Payroll Costs	\$ 22,027,990	\$ 22,176,464	\$ 22,712,596	\$ 23,066,034	67.1%	1.6%
Training, Travel, Dues & Publications	335,666	258,752	396,139	466,237	1.4%	17.7%
Appraisal Review Board Compensation	725,000	512,865	655,000	500,000	1.5%	-23.7%
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Office Rent, Utilities, & Janitorial	118,217	181,278	162,635	160,715	0.5%	-1.2%
Telephone & Communications	115,298	89,961	91,970	91,970	0.3%	0.0%
Postage, Freight, & Mailing Services	893,483	921,046	654,001	704,181	2.0%	7.7%
Materials, Supplies, Services	1,570,199	1,456,631	1,660,438	4,905,796	14.3%	195.5%
Contingencies	100,000	-	100,000	100,000	0.3%	0.0%
Capital Outlay	196,380	330,507	47,497	1,054,497	3.1%	2120.1%
Total Other	6,603,399	6,203,994	6,716,310	11,322,926	33.1%	68.6%
Totals	\$ 28,631,389	\$ 28,380,458	\$ 29,428,906	\$ 34,388,960	100%	16.85%
FINANCING METHOD:						
Taxing Unit Allocations	\$ 27,728,683	\$ 27,728,683	\$ 28,476,200	\$ 33,213,960	96.6%	16.64%
Interest Earnings	200,000	643,551	250,000	575,000	1.7%	130.0%
Data Sales/ Misc. Income	5,200	88,706	5,200	50,000	0.1%	861.5%
911 District Contract Payment	197,506	197,506	197,506	-	0.0%	-100%
Rendition Penalty Payments	150,000	240,504	150,000	200,000	0.6%	33%
Transfer from Bd. Est. Contingency Res.	350,000	0	-	-	0.0%	-
Transfer from Bldg. Maint. Comm. Fund	0	0	-	-	0.0%	-
Transfer from Tech. Committed Fund	0	0	-	-	0.0%	-
Transfer from Pension Liab. Comm. Fund	0	0	-	-	0.0%	-
Transfer from CAMA Committed Reserve	0	0	-	-	0.0%	-
Transfer from Unrestricted/Unassigned	0	(689,435)	350,000	350,000	1.0%	0%
Totals	\$ 28,631,389	\$ 28,209,515	\$ 29,428,906	\$ 34,388,960	100%	16.85%
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6501	FURNITURE & EQUIPMENT	-	-	-
6502	LEASE PAYMENTS - PRINCIPAL	5,283	4,497	4,497
6503	LEASEHOLD IMPROVEMENTS	-	-	0
6504	COMPUTER SOFTWARE	-	-	-
6505	COMPUTER EQUIPMENT	325,224	43,000	1,050,000
6506	CAMA SYSTEM	-	-	0
TOTALS		\$28,380,458	\$29,428,906	\$34,388,960

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TARRANT APPRAISAL DISTRICT**
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Merit/Equity/COLA	4.0%	4.0%	0.0%	644,992
Less Salary Savings - Attrition				(495,526)
Salary Supplement - Auto Allowances	108	108	0	816,000
Service Incentive				213,456
Total				\$ 17,178,704

**PROPOSED 2025 BUDGET
TARRANT APPRAISAL DISTRICT
Information Services (4000)
IS/Security/Efficiency Additions**

Adobe Acrobat Pro	120 @	92 =	11,040
Azure Hosting	12 @	5,000 =	60,000
Atlasian	1 @	1,250 =	1,250
Cisco Smartnet Renewal	1 @	505 =	505
Nemo-Q	1 @	25,000 =	25,000
O365	1 @	100,000 =	100,000
Vmware	12 @	5,000 =	60,000
Halcyon	1 @	30,000 =	30,000
Domain Renewal	5 @	100 =	500
Dropbox	1 @	200 =	200
Phone Service	1 @	70,000 =	70,000
SFTP	1 @	5,000 =	5,000
Visual Studio Licenses	5 @	3,000 =	15,000
Security Software	1 @	150,000 =	150,000
Docusign	1 @	153,000 =	153,000
NEW CAMA	1 @	3,000,000.00 =	3,000,000
6505 CAPITAL OUTLAY - COMPUTER EQUIPMENT:			
Complete Hardware Replacement	1 @	1,050,000.00 =	1,050,000

PURCHASE AGREEMENTS OVER \$50K FOR 2024

PAYEE	TYPE OF SERVICES	BOD APPROVAL	2023 TOTAL EXPENDITURES	2024 ESTIMATED TOTAL PROJECTED TO BE PAID
Carasoft DocuSign Platform Edition	Online Signature Capability	1/12/2024	n/a	\$154,162.12
Aumentum Technologies, a Division of Manatron, Inc.	EULAs for Marshall & Swift, Moore Precision Data	3/1/2024	\$77,279.79	\$92,705.00
Aumentum Technologies, a Division of Manatron, Inc.	CAMA Software	11/10/2023	\$307,228.00	\$313,373.00
CoStar Realty Information, Inc.	Subscription for CoStar Suite data	11/10/2023	\$74,331.52	\$78,586.20
Higginbotham	Group Insurance consulting services	2/9/2024	n/a	\$50,000.00
Improving Dallas PO#12995Rev	IS Contract Work	3/1/2024	n/a	\$45,500.00
Improving Dallas PO#13008Rev	IS Contract Work	2/9/2024	n/a	\$49,400.00

Improving Dallas PO#13066	IS Contract Work	1/12/2024	n/a	\$114,999.60
Improving Dallas PO#13066	IS Contract Work	1/12/2024	n/a	\$114,999.60
Improving Dallas PO#13100	IS Contract Work	3/25/2024	n/a	\$40,000.00
Low Swinney Evans & James PLLC	Legal services	5/13/2022	\$34,373.29	\$500,000.00
McCreary, Veselka, Bragg & Allen, P.C.	Legal services	3/1/2024	\$31,820.42	\$35,000.00
Nichols, Jackson, Dillard, Hagar & Smith, L.L.P.	Legal services	8/12/2022	\$479,350.72	\$500,000.00
Perdue Brandon Fielder Collins & Mott, L.L.P.	Legal services	6/11/2021	\$608,590.98	\$500,000.00
Pictometry International Corp.	Aerial Photography	8/14/2020	\$347,506.25	\$347,506.25
Pritchard & Abbott, Inc.	Valuation consulting	11/18/2019	\$282,800.00	\$285,600.00
Tarrant County	Security - Sheriff Deputy assigned to TAD	8/13/2021	\$119,730.55	\$129,756.00
Tarrant County	Elections	4/22/2024	n/a	\$645,470.34
SIGIS, LLC	GIS Consulting Services	2/9/2024	n/a	\$88,000.00

Action Item 11(a): Consider and possible action on purchase or lease of PC's and/or laptops and consider moving committed funds to the general fund for purchase of this item

Based on review of TAD's current infrastructure by both internal staff and industry experts, staff seeks to purchase or lease PC's and/or laptops as replacements for aged equipment.

Staff Recommendation:

Authorize the transfer of an amount not to exceed \$ _____ from a committed fund to the general fund for the following action:

Authorize the Chief Appraiser to purchase necessary PC's and/or laptops for a cost not to exceed \$ _____

Or

Authorize the Chief Appraiser to engage in a lease for PC's and/or laptops for _____ years at a cost not to exceed \$ _____

Action Item 11(b): Consider authorizing the Chief Appraiser to engage in an Interlocal Agreement with Region 8 Education Service Center to allow for TAD's entry into The Interlocal Purchasing System (TIPS) for future purchases

After continued review of infrastructure, TAD's phone system is dated and no longer supported by the vendor. Staff has found a proposed vendor via an Interlocal CoOp that can provide new hardware and supported software. In order to use this cooperative's pricing, TAD must enter into an interlocal agreement with the organization. As an appraisal district, we qualify to join The Interlocal Purchasing System (TIPS) program. Becoming a member of the cooperative requires approval from the Board. This will be beneficial in not only this current proposed purchase, but will increase TAD's ability to review vendor pricing in the future when making purchases.

Staff Recommendation:

Approve the Chief Appraiser to enter into an Interlocal Agreement with Region 8 Education Service Center and their cooperative purchasing service known as The Interlocal Purchasing System (TIPS).

**AN INTERLOCAL AGREEMENT Between
Region 8 Education Service Center and a
TEXAS PUBLIC ENTITY OR LOCAL GOVERNMENT
(School, College, University, State, City, County, or Other Political Subdivision)**

TEXAS PUBLIC ENTITY NAME

Control Number (TIPS will Assign)
Schools enter County-District Number

Region 8 Education Service Center
Pittsburg, Texas

225 - 950
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for an Interlocal agreement to provide such services is granted under Texas Government Code § 791 *et seq* as amended. Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other legally eligible Local Government Entity as defined in the Texas Government Code § 791.003.

This Interlocal Agreement (hereinafter the "Agreement") is effective _____ and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

The purpose of the TIPS Program shall be to improve procurement process efficiencies and assist in achieving best value for participating School District, University, College, Community College, City, County or Other Public Agencies through cooperative purchasing.

Roles of the TIPS Purchasing Cooperative:

- ✓ Provide for the organizational structure of the program.
- ✓ Provide staff for efficient operation of the program.
- ✓ Promote marketing of the TIPS Program.
- ✓ Coordinate the Competitively Bid Process for all Vendor Awarded Contracts.
- ✓ Provide members with procedures for placing orders through TIPS PO System.
- ✓ Maintain filing system for Due Diligence Documentation.
- ✓ Collect fees from vendors to support the costs of operations of TIPS.

Role of the Public Entity:

- ✓ Commit to participate in the program by an authorized signature on membership forms.
- ✓ Designate a Primary Contact and Secondary Contact for entity.

- ✓ Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- ✓ Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to tipspo@tips-usa.com.
- ✓ Accept shipments of products ordered from Awarded Vendors.
- ✓ Process Payments to Awarded Vendors in a timely manner.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

No jointly owned property shall be created by this agreement and, therefore, no provision to dispose of jointly held property is required.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region 8 Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered

into an Agreement to provide cooperative purchasing opportunities to public agencies.
 This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. (If required by the entity.)

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Member Entity:

Purchasing Cooperative Lead Agency:

Region 8 Education Service Center

Entity or District Name

By: _____
 Authorized Signature

By: _____
 Authorized Signature

Dr. David Fitts
 Title: Executive Director Region 8 ESC

Print Name: _____

Title: _____

 Date

 Date

Public Entity Contact Information

 Primary Purchasing Person Name

 Fax Number

 Street Address

 Primary Person Email Address

 City, State Zip

 Secondary Person Name

 Telephone Number

 Secondary Person Email Address

The state of Texas requires an Interlocal Agreement be approved by the respective entities governing board. You may email completed Interlocal Agreement to tips@tips-usa.com.

Action Item 11(c): Consider and possible action on a lease agreement for Voice Over IP phone software/hardware for the main TAD office and consider moving committed funds to the general fund for this action

After continued review of infrastructure, TAD's phone system is dated and no longer supported by the vendor. Staff has found a proposed vendor via an Interlocal CoOp that can provide new hardware and supported software. If approval is made for the previously listed action item, TAD would seek to enter into a 5-year agreement with Vested Networks for an annual cost not to exceed \$80,000 to provide phone hardware and software for the district.

Staff Recommendation:

Authorize the Chief Appraiser to seek the purchase of VOIP phone hardware and software through a five-year contract through The Interlocal Purchasing System (TIPS) cooperative for a cost not to exceed \$80,000 annually. TAD staff will make efforts to use budgeted funds in 2024 to pay for these costs. However, the Board further authorizes transfer of up to \$80,000 from the CAMA committed fund to the general fund for costs associated with this purchase for the initial year of 2024.

Budget Note:

For the initial year, committed funds from the CAMA fund would be requested to cover this cost if 2024 budgeted funds cannot be used. For future years, this will be a budgeted item presented to the Board annually.

Action Item 11(d): Consider 2024 budget amendments based on actions taken by the board from today's meeting

Based on fund transfers and authorization for purchases that may occur during today's meeting, it may be necessary to make amendments to the 2024 TAD budget.

Staff Recommendation:

Authorize the Chief Appraiser to proceed with a proposed budget amendment through the prescribed manner described in the Texas Property Tax Code