




Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

DENTON CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS MINUTES

May 26, 2021

3:00 p.m.

ITEM 1: CONVENING OF MEETING

David Terre convened the meeting at 3:04 pm.

BOARD MEMBERS PRESENT: David Terre, Vice Chairman
Roy Atwood, Secretary
George Pryor, Member
Bryan Webb, Member
Michelle French, Ex Officio Member

BOARD MEMBERS ABSENT: Charles Stafford, Chairman

STAFF PRESENT: Don Spencer, Kim Collins, Misty Baptiste
David Tabor, Attorney
Dan Tonn, Auditor

STAFF ABSENT: Hope McClure

ITEM 2: INVOCATION

Invocation was given by Michelle French.

ITEM 3: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was stated to the U.S. Flag and Texas Flag by all who were present.

ITEM 4: OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD OF DIRECTORS

David Terre opened the meeting for an opportunity for the public to address the Board. No one was present to address the Board.

ITEM 5: PROGRESS REPORT

APPRAISAL AND ADMINISTRATIVE RELATED

DON SPENCER

- Group picture was blurry - will schedule a new time with everyone

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- Entity Luncheons went very well - Kim highlighted budget and where the needs for increases lie, Don spoke on growth (and value) in Denton County and how the market has affected appraisals and tied that back into the workload for DCAD and ARB - haven't heard anything negative - it was good to have the support of Charles and Michelle both days
- Notices went out - Protest is in full swing - 320,000 real notices mailed
- Industrial and Mineral went out
- BPP notices are being prepared to be sent out in about a week
- 20,000 protests are already in the system for this year
- Possible for 100-115,000 protests for 2021
- Corrected notices are going out due to address changes or new construction permits needed to be finished
- Most notices should be out by the end of the week next week
- Personal Note - Roy and George have not received their Notices yet
- Sent out 20-30,000 more than last year - due to new home builds, new owners, etc.
- ARB Hearings will start on June 15
- Scheduling between 400-500 hearings a day
- Between June 15-July 21 - should get us through the number of protests that will be scheduled
- There are a few small challenges along the way with software conversion - leadership is creating a list of thoughts preparing for protest 2022, creating documentation of small, fine details, building a document of timelines, processes, etc - being proactive for next year
- Construction Update from Misty Baptiste - All seems to be going well - have a setback with the flooring but will be choosing new flooring and moving ahead. Planning to begin moving on June 11 with movers coming to help move things back to offices
- Roy Atwood asked for updates from contracts we have signed on with - Don reports that True Roll has gone above and beyond what we have asked them to do

LIAISON – BEATRICE LORNE

- No report was given.

ITEM 6: CONSENT AGENDA

THE ITEMS ON THE CONSENT AGENDA ARE CONSIDERED SELF-EXPLANATORY BY THE BOARD AND WILL BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A BOARD MEMBER OR CITIZEN SO REQUEST.

A. APPROVAL OF MINUTES OF THE PREVIOUS BOARD OF DIRECTORS MEETINGS

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B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS

C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES

Roy Atwood made a motion to approve all items on the Consent Agenda as submitted. Bryan Webb seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: CONSIDER AND APPROVE EXTENSION OF VARIVERGE CONTRACT FOR PRINTING FOR 2022-2023 (PULLED FOR NEXT MEETING)

ITEM 8: PRESENTATION AND ACCEPTANCE OF 2020 FINANCIAL AUDIT

Dan Tonn presents the financial audit which was conducted in March 2021 for the 2020 year. Audit went very well - with 2020 being a year of transition for DCAD with lots of retirements, new Finance Director, Hope in the new position, etc. It was an unmodified report which is the highest level of report a government entity can get.

Roy Atwood asked if there were any identified weaknesses in internal controls. Mr. Tonn commented that he did not identify any. David Terre asked if there were any red flags we should be concerned about. Mr. Tonn commented that he saw none.

Bryan Webb requests that the Audit be presented to the board prior to the meeting in the future as they need some time to digest and process.

Roy Atwood made a motion to approve the 2020 audit. George Pryor seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: PUBLIC HEARING FOR THE 2022 DENTON CAD BUDGET

No members of the public were present to address the board.

ITEM 10: CONSIDER AND ADOPT THE 2022 DENTON CAD BUDGET

Don Spencer opened the floor to questions from the board since they had received the budget prior to the meeting. Kim Collins commented on the large gains during 2020 - due to retirement - Hope chose not to fill those positions immediately, realignment of leadership, eliminating stipends, etc. Money was saved since travel did not happen in 2020. This created some efficiencies in IT.

2022 budget shows the need for - 6 new FTE's, new technology, strengthening the tax rolls and increasing legal support.

Roy Atwood asks about the Legal Specialist position. Don Spencer explains it is really a title change - DCAD needs someone who manages the litigation. Need to be able to manage the litigation load and have an effective department manager.

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David Terre asks about the staffing need and budget for the staffing needs - creating new positions. DCAD's current stats are as follows: 79-81 FTE, 20 temps (we have many working to help us play catch up). Ideally, temps should be a seasonal only hire during protest season - going forward for a 4-month period. David Terre asks if adding the additional 6 employees will get us where we need to be. Don Spencer says that this should only fill about half of the need. The issue of space will need to be addressed at some point in the very near future.

Bryan Webb asks about the 2% Salary increase - what are other CAD's doing? Don Spencer says we are consistently in the top tier across the board - all CAD's seem to be from 2-5% and the longevity perk is attractive to people. Bryan Webb states that a 2% increase is on the low side. County is 1-3%.

Roy Atwood asks about Occupancy Costs and does DCAD have any? Kim Collins explains that they are very low. Costs for software and technology are some of the highest areas in the budget.

Roy Atwood made a motion to accept the 2022 budget as present. Bryan Webb seconded. The motion passed and the vote was unanimous.

ITEM 11: ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:

- A. CONSULTATION WITH LEGAL COUNSEL
- B. DELIBERATION ON PERSONNEL MATTERS

The Board went into executive session at 4:27 p.m.

ITEM 12: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, AS NEEDED

The Board reconvened at 5:08 p.m.

No action was taken.

ITEM 13: ADJOURN

Vice Chairman, David Terre, adjourned the meeting at 5:10 pm.