


Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

DECEMBER 7, 2023

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:05 pm.

BOARD MEMBERS PRESENT: Roy Atwood
Charles Stafford
Alex Buck
Ann Pomykal

ABSENT: Michelle French
David Terre

STAFF PRESENT: Don Spencer, Chris Littrell, Jeanne Ashlock,
Kim Collins, Misty Baptiste

ADDITIONAL: David Tabor

ITEM 2: ESTABLISHMENT OF QUORUM

ITEM 3: INVOCATION AND PLEDGES

Invocation was given by Chris Littrell.

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
PERSONS DESIRING TO ADDRESS THE BOARD OF DIRECTORS MUST FILL
OUT A SPEAKER'S CARD PRIOR TO THE MEETING. NO PRESENTATION
SHALL EXCEED THREE MINUTES. THE BOARD CANNOT DELIBERATE ON
ANY SUBJECT THAT IS NOT INCLUDED ON THE AGENDA.

No Public Present for Comments.

ITEM 5: CAD UPDATES

A. CHIEF APPRAISER REPORT - DON SPENCER

- Mr. Spencer provided a follow up on the furniture vendor - the order has been placed with anticipated delivery on December 27 - various departments are getting ready to move offices

Minutes - Board of Directors Meeting of December 7, 2023

- Mr. Spencer, Mr. Littrell and Ms. Ashlock attended PTI (Property Tax Institute) this week and received updates from the State Comptroller's Office.
- One week from today is the deadline for voting for the Board of Directors - 21 entities have voted - deadline is prior to December 15 - votes will be counted by Friday, December 15 and Mr. Spencer will notify the 2024 Board by the end of the day on Friday.
- For the election of the Board of Directors - deadline for the application filing for elected Board Members is December 18 - Kim Collins is talking to the election office and will be setting up a future call since this is new information for the Denton CAD office.
- DCAD Christmas Party will be on Wednesday, December 13 at 1:00 at Denton Women's Club - Board is invited - we will be presenting Years of Service Awards

B. APPRAISAL DIVISION UPDATES - CHRIS LITRELL

- Highlighting 3 things - What has been accomplished? What is being worked on? What is coming Moving Forward?
- Accomplished - developed a set of accurate values and certified those values on time, began the restructuring of the department which is still ongoing - set aside specific training dates for staff. Had Casey Bean with Perdue Brandon share the math behind the PVS study and why it is meaningful - shared several measurable reports the appraisers can run to keep track.
- Working On - All appraisers are out in the field - discovering new properties - the updates to cost and depreciation schedules - The Residential Department has completed permits and new properties, BPP is currently doing field visits - only 16 more remaining - Help Desk tickets in BPP are down to 24 at this time which is unprecedented - Mapping and Deeds - 34K deeds processed, 48K ownership transfers processed, county wide 17K permits processed - 3K sketches completed this year from new construction - 12K in sales, 10K new parcels on track for completion on 1/31/2024
- Moving Forward - looking to create 2 things - meaningful accountability and measurable success, administer Property Taxes with excellence and meaningful documentation to present metrics to the board - want to make available to the board and entities to see dashboard and information on entity portal to strengthen the partnership with the entities

C. ADMINISTRATION DIVISION UPDATES - JEANNE ASHLOCK

- Appeals - Currently have 38 ARB Members - Mr. Schott, ARB Chairman, will be hosting an open house in January to explain roles and expectations to applicants - deadline for ARB applications is January 31
- IT - currently exploring cabling for cubicles, change in infrastructure, new Macs and Monitors for new hardware rollout, and have a new website host.
- CS - supplement files sent to the tax office - freeze/refreeze process has taken longer than normal with SB 2, lots of visits to the building from property owners with questions and HS letters are going out
- Staff Evaluations are in process for all departments

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
- B. ACKNOWLEDGE RECEIPT OF VALUE CHANGES SEC. 25.25(B) TAX CODE

Alex Buck made a motion to approve the consent agenda. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: DISCUSSION - PLANNED RFP FOR CAMA SOFTWARE

Mr. Spencer is currently looking at current contracts that are in place in relation to the current CAMA software which will expire on July 31, 2025. He would like to be able to take a look at what is out there as the current system is not as efficient as we have hoped for - would like to be able to send out an RFP in January to see what we could get - this will give ample time to review responses, schedule demos, and allow time before discussing the budget for 2025. This time frame would allow for implementation to begin after certification in 2024 and prep for certification in 2025 to run simultaneously.

Denton CAD would like to be able to look at the deficiencies of the current CAMA system and what our specific needs are. Currently we are using several 3rd party contracts that supplement the CAMA software. The goal is to be able to not have to renew some of those contracts.

Roy Atwood shared an email from Michelle French expressing her thoughts on the current CAMA software and supporting the desire to go out for RFP from the perspective of the TAC office.

Denton CAD staff continue to develop a list of what is wanted in the software as we communicate with vendors.

ITEM 8: DISCUSS, CONSIDER AND AUTHORIZE CHIEF APPRAISER TO ENGAGE IAAO FOR GAP ANALYSIS

Mr. Spencer provided a proposal to the board outlining an analysis to be conducted by IAAO. IAAO will provide recommendations, documents and where resources are needed for support. IAAO would provide a professional, unbiased outside report which will allow us to approve standards even more.

The Board supports the need for this and know they should be prepared for the expense and want to line out who receives the report and where it will be shared. IAAO Team will present the report to the Board once the findings are complete. This would open the door for more in depth conversations later, if needed. This report will be completely unbiased and transparent.

Mr. Atwood addressed there could be a level of "sticker shock" but trusts that Mr. Spencer feels like this is a necessary expense for the betterment and benefit of the CAD.

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Charles Stafford made a motion to approve the chief appraiser to engage with IAAO for GAP Analysis. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: RECEIVE 2023 DCAD ANNUAL REPORT

Both Item 9 and Item 10 are informational and public documents for the board to be aware of. Reports have been created for various requirements including MAP Review.

ITEM 10: RECEIVE 2023 MASS APPRAISAL REPORT

This is a requirement for USPAP Standards 5-6 - production and reporting. AN informational report for the Board - posted to website, MAP Review and compliance measures.

Suggestion was made for these reports to be provided to new board members for informational purposes.

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

- A. DISCUSS PERSONNEL MATTERS
- B. CONSULTATION WITH OUTSIDE COUNSEL ON ACTIVE LITIGATION

No need for Executive Session. Board did not Adjourn.

ITEM 12: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

ITEM 13: DISCUSS/SET NEXT MEETING AND FUTURE AGENDA ITEMS

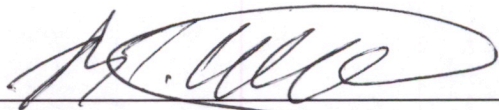
Next Meeting Thursday, January 18, 2024

AGENDA ITEMS

- Oaths of Office for 2024
- Selection of Officers
- Calendar 2024 Meetings

ITEM 14: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 3:55.



Roy Atwood, Chairman

ATTEST:



Ann Pomykal, Secretary