

**AGENDA PACKET**

**Board of Director of Tarrant Appraisal District  
August 13, 2021**

**5: Public Hearing on FY 2022 Tarrant Appraisal District Annual Budget**

A Budget workshop was held on June 3, 2021. Following input and discussion by the District’s Board of Directors, a proposed budget was produced and submitted to the tax entities that participate in the financing of the District June 14, 2021 prior to the June 15<sup>th</sup> deadline for this action. See Section 6.06(a) of the Property Tax Code.

As required by Section 6.062, a public hearing notice was timely published to furnish the general public with summary information concerning TAD’s proposed FY 2022 Budget and the date, time, and location of the public hearing. In compliance with Section 6.06 (b), the presiding officers of all the taxing units which financially support the district (plus, as applicable, their city managers and school superintendents) have been provided with copies of the proposed budget and notification of the budget public hearing.

**A summary of the proposed 2022 Tarrant Appraisal District budget is as follows:**

<b>Salaries and Employee Benefits</b>	<b>\$20,462,557</b>
<b>Materials &amp; Supplies</b>	<b>2,813,103</b>
<b>Professional Services</b>	<b>3,198,506</b>
<b>Facilities</b>	<b>201,219</b>
<b>Capital Outlay &amp; Contingency</b>	<b><u>114,732</u></b>
<b>TOTAL PROPOSED 2022 BUDGET</b>	<b>\$26,790,117</b>

**The number of employees to be compensated under the proposed budget is 212 which is an increase of 1 employee over the current budget.**

**A 3% pool for merit pay is included in the proposed budget.**

***The increase from the current year’s budget is \$1,197,430 which represents a 4.68% increase over the FY 2021 budget.***

*Additional copies of the proposed FY 2022 TAD Budget will be available at the public hearing.*



## **2022 PROPOSED BUDGET**

**June 11, 2021**

### **BOARD OF DIRECTORS**

**Kathryn Wilemon- Chairman**

**Rich DeOtte - Secretary**

**Wendy Burgess**

**Gary Losada**

**J R Martinez**

**Tony Pompa**

### **EXECUTIVE DIRECTOR AND CHIEF APPRAISER**

**Jeff Law**

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
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**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Recapitulation Of Total Budget**

Payroll	\$	20,462,557	76%
Materials & Supplies		2,813,103	11%
Professional Services		3,198,506	12%
Facilities		201,219	1%
Capital Outlay & Contingency		114,732	0%
<b>Total</b>	<b>\$</b>	<b>26,790,117</b>	

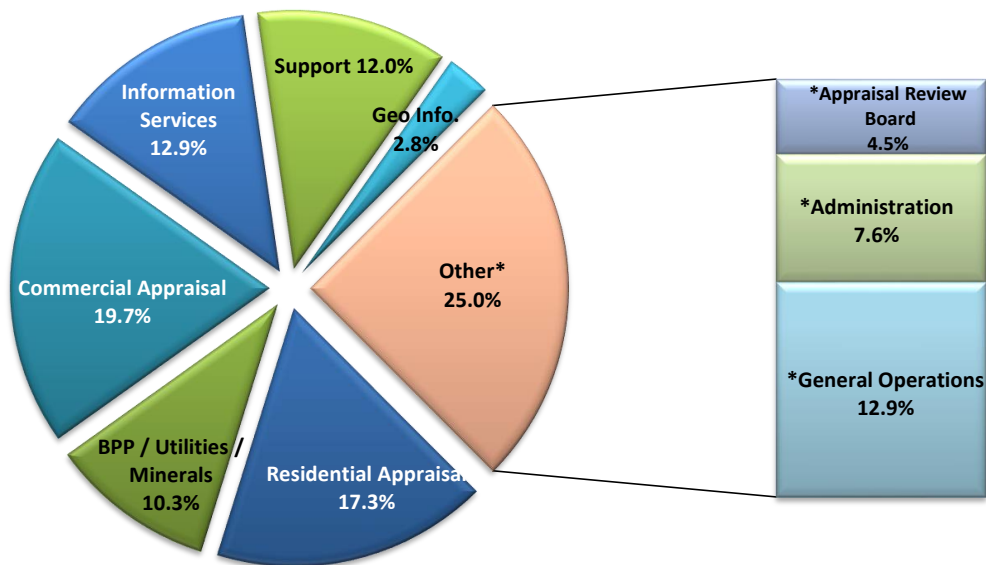
**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Budget Summary & Financing Method**

EXPENDITURES:	2020 ACTUAL	2021 BUDGET	2022 BUDGET	% Of Total	2022% CHANGE
Direct Salaries	\$ 13,732,518	\$ 14,839,296	\$ 15,281,475	57.0%	3.0%
Retirement Benefits	1,622,117	1,750,707	2,015,637	7.5%	15.1%
Pension Liability Contributions	2,075,000				
Group Insurance Benefits	2,316,019	2,831,382	3,165,445	11.8%	11.8%
<b>Total Payroll Costs</b>	<b>\$ 19,745,654</b>	<b>\$ 19,421,385</b>	<b>\$ 20,462,557</b>	<b>76.4%</b>	<b>5.4%</b>
Training, Travel, Dues & Publications	191,732	333,483	370,070	1.4%	11.0%
Appraisal Review Board Compensation	624,308	900,000	675,000	2.5%	-25.0%
Legal, Litigation & Arbitration Expense	1,360,682	1,339,700	1,659,650	6.2%	23.9%
Professional Services - Other	740,911	805,195	863,856	3.2%	7.3%
Office Rent, Utilities, & Janitorial	76,590	96,836	98,425	0.4%	1.6%
Telephone & Communications	89,901	80,111	102,794	0.4%	28.3%
Postage, Freight, & Mailing Services	628,146	919,708	924,560	3.5%	0.5%
Materials, Supplies, Services	1,282,296	1,400,569	1,518,473	5.7%	8.4%
Contingencies	-	100,000	100,000	0.4%	0.0%
Capital Outlay	633,380	195,700	14,732	0.1%	-92.5%
<b>Total Other</b>	<b>5,627,946</b>	<b>6,171,302</b>	<b>6,327,560</b>	<b>23.8%</b>	<b>2.5%</b>
<b>Totals</b>	<b>\$ 25,373,600</b>	<b>\$ 25,592,687</b>	<b>\$ 26,790,117</b>	<b>100%</b>	<b>4.68%</b>
FINANCING METHOD:					
Taxing Unit Allocations	\$ 25,155,885	\$ 24,889,735	\$ 26,087,411	97.4%	4.81%
Interest Earnings	271,005	200,000	200,000	0.7%	0.0%
Data Sales/ Misc. Income	5,059	5,200	5,200	0.0%	0.0%
911 District Contract Payment	167,908	197,752	197,506	0.7%	0%
Rendition Penalty Payments	156,867	150,000	150,000	0.6%	0%
Transfer from Bd. Est. Contingency Res.	0	150,000	150,000	0.6%	0.0%
Transfer from Bldg. Maint. Comm. Fund	0			0.0%	
Transfer from Tech. Committed Fund	0	0	0	0.0%	
Transfer from Pension Liab. Comm. Fund	825,000	0	0	0.0%	
Transfer from CAMA Committed Reserve	0	-	-	0.0%	
Transfer from Unrestricted/Unassigned	0	-	-	0.0%	
<b>Totals</b>	<b>\$ 26,581,724</b>	<b>\$ 25,592,687</b>	<b>\$ 26,790,117</b>	<b>100%</b>	<b>4.68%</b>
Proceeds from Capital Leases	\$ -	0	0		

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Department / Division Budget Totals**

Dept Number	Department	2020 ACTUAL	2021 BUDGET	2022 BUDGET	2022 % CHANGE
1000	Residential Appraisal	\$ 4,230,792	\$ 4,400,370	\$ 4,632,819	5.28%
1500	BPP / Utilities / Minerals	2,461,291	2,638,032	2,769,805	5.00%
2000	Commercial Appraisal	4,377,389	4,869,671	5,270,110	8.22%
4000	Information Services	2,816,109	3,367,693	3,461,622	2.79%
5000	Support Services	2,737,868	3,060,955	3,208,935	4.83%
5500	Geographic Information Services	632,621	800,855	741,664	-7.39%
6000	Appraisal Review Board	754,238	1,435,114	1,203,930	-16.11%
8000	Administration	1,803,815	1,991,722	2,047,588	2.80%
9000	General Operations	5,559,478	3,028,275	3,453,644	14.05%
Totals		\$ 25,373,600	\$ 25,592,687	\$ 26,790,117	4.68%

**2022 BUDGET DISTRIBUTION BY PERCENTAGE OF TOTAL**



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Account Summary  
All Departments / Divisions**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$13,569,781	\$14,543,540	\$15,018,872
3035	OVERTIME/COMP TIME PAID	160	75,680	70,680
3045	EMPLOYEE BENEFITS - RETIREMENT	1,622,117	1,750,707	2,015,637
3047	PENSION LIABILITY CONTRIBUTIONS	2,075,000		
3050	EMPLOYEE BENEFITS - INSURANCE	2,316,019	2,831,382	3,165,445
3085	CONTRACT LABOR	146,035	119,796	128,323
3090	TEMPORARY SUPPORT	16,542	100,280	63,600
4001	MISCELLANEOUS	43,939	46,074	47,695
4002	FURNITURE & EQUIP < \$5,000	18,220	12,354	4,407
4003	COMP./ELECTR./TECH< \$5,000	98,938	96,035	126,165
4005	OFFICE SUPPLIES	21,774	31,572	30,436
4006	GRAPHICS - MAPPING SUPPLIES	-	4,159	3,659
4010	OFFICE RENTAL	11,149	11,760	11,760
4015	INSURANCE & BONDS	24,575	23,990	24,989
4020	POSTAGE - FREIGHT - MAIL SERVICE	628,146	919,708	924,560
4025	REPRODUCTION & MICROFICHE	9,255	3,344	4,324
4030	COMPUTER SUPPLIES	37,118	28,164	28,164
4035	UTILITIES	47,678	66,360	66,960
4045	PRINTING	24,567	60,624	61,049
4050	ADVERTISING	18,516	19,505	19,823
4055	TELEPHONE	89,901	80,111	102,794
4060	JANITORIAL SERVICE/SUPPLIES	17,763	18,716	19,705
4065	HARDWARE RENTALS	826	967	852
4070	SOFTWARE FEES	549,145	618,211	697,377
4075	HARDWARE MAINTENANCE	135,487	107,718	119,657
4100	DUES AND SUBSCRIPTIONS	142,234	154,612	182,628
5010	TRAVEL	1,789	58,176	49,342
5015	TRAINING	47,709	120,695	138,100
5025	LEGAL & LITIGATION EXPENSES	1,349,882	1,330,000	1,645,000
5030	APPRAISAL REVIEW BOARD FEES	624,308	900,000	675,000
5035	ARBITRATION/ADMIN. HEARING EXPENSE	10,800	9,700	14,650
5040	OTHER PROFESSIONAL SERVICES	740,911	805,195	863,856
5050	MAPPING SERVICES	299,926	347,752	347,752
5060	INTEREST	10	100	2,124
6005	CONTINGENCIES	-	100,000	100,000
<b>CAPITAL OUTLAY:</b>				
6501	FURNITURE & EQUIPMENT	29,577	-	-
6502	LEASE PAYMENTS - PRINCIPAL	512	2,100	3,732
6503	LEASEHOLD IMPROVEMENTS	-	0	0
6504	COMPUTER SOFTWARE	40,762	163,600	11,000
6505	COMPUTER EQUIPMENT	25,325	30,000	-
6506	CAMA SYSTEM	537,204	0	0
<b>TOTALS</b>		<b>\$25,373,600</b>	<b>\$25,592,687</b>	<b>\$26,790,117</b>



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Staffing  
All Divisions / Departments**

DEPARTMENT	2021	2022	CHANGE	2022 SALARY BUDGET
Residential Appraisal (1000)	47	47	0	\$ 3,125,892
BPP / Utilities / Minerals (1500)	25	26	1	1,621,428
Commercial Appraisal (2000)	48	49	1	3,591,525
Information Services (4000)	18	18	0	1,780,267
Support Services (5000)	44	44	0	2,035,692
Geographic Information Services (5500)	5	4	(1)	261,704
Administration (8000)	19	19	0	1,274,247
General Operations (9000)	5	5	0	254,094
<b>TOTALS</b>	<b>211</b>	<b>212</b>	<b>1</b>	<b>\$ 13,944,849</b>
Merit	1.5%	3.0%	1.5%	418,346
Less Salary Savings - Attrition				(268,697)
Salary Supplement - Auto Allowances		106		712,964
Service Incentive				211,410
<b>Total</b>				<b>\$ 15,018,872</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Residential Appraisal (1000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	3,295,179	3,338,023	3,430,979
3035	OVERTIME/COMP TIME PAID	0	17,840	17,840
3045	EMPLOYEE BENEFITS - RETIREMENT	395,185	402,704	461,452
3050	EMPLOYEE BENEFITS - INSURANCE	501,639	593,743	665,308
3085	CONTRACT LABOR	0	0	0
3090	TEMPORARY SUPPORT	0		
4001	MISCELLANEOUS	890	1,990	1,990
4002	FURNITURE & EQUIP < \$5,000	0	652	652
4003	COMP./ELECTR./TECH< \$5,000	0	0	0
4005	OFFICE SUPPLIES	1,747	2,350	2,350
4006	GRAPHICS-MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE-FREIGHT-MAIL SERVICE	29,041	24,715	29,915
4025	REPRODUCTION & MICROFILM	0	160	160
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	1,771	1,932	2,122
4050	ADVERTISING	0		
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0		
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	0	0	0
4100	DUES AND SUBSCRIPTIONS	4,516	4,926	4,926
5010	TRAVEL	0	8,525	9,450
5015	TRAINING	824	2,810	5,675
5025	LEGAL & LITIGATION EXPENSES	0		
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	0		
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS-PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
<b>TOTALS</b>		<b>\$4,230,792</b>	<b>\$4,400,370</b>	<b>\$4,632,819</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Residential Appraisal (1000)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
DIRECTOR	48	1	1		\$ 156,666
RESIDENTIAL DIVISION MANAGER	26	3	3		290,223
DATA RESEARCH SUPERVISOR	25	1	1		80,828
DATA QUALITY SUPERVISOR	25	1	1		68,453
DATA COLLECTION SUPERVISOR	25	1	1		87,651
RESIDENTIAL VALUATION ANALYST	24	10	10		761,350
SENIOR RESIDENTIAL APPRAISER	23	12	12		805,704
RESIDENTIAL APPRAISER	22	8	8		404,880
RESIDENTIAL VALUATION TECHNICIAN	21	4	4		177,944
SENIOR GENERAL CLERK	12	3	3		157,575
SENIOR RESEARCH CLERK	11	2	2		92,810
DATA SERVICES CLERK II	10	1	1		41,808
<b>TOTALS</b>		<b>47</b>	<b>47</b>	<b>0</b>	<b>\$ 3,125,892</b>
MERIT			3.0%		93,777
SALARY SAVINGS - ATTRITION AND LAG			4.00%		(125,036)
SALARY SUPPLEMENT - AUTO ALLOWANCES			41	=	292,488
SERVICE INCENTIVE				=	43,858
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 3,430,979</b>

**PROPOSED 2021 BUDGET  
TARRANT APPRAISAL DISTRICT  
Residential Appraisal (1000)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>				<b>\$ 3,430,979</b>
<b>3035 OVERTIME/ COMP TIME PAY (Hours):</b>	500	x	35.68 =	<b>\$ 17,840</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x	13.38% =	<b>\$ 461,452</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>				
Medicare tax	Payroll	x	1.450% =	50,008
Term life insurance	Payroll	x	0.110% =	3,774
Long-term disability insurance	Payroll	x	0.170% =	5,833
Unemployment insurance	Payroll	x	0.200% =	6,862
Workers compensation insurance	Payroll	x	0.450% =	15,439
Medical insurance	47 @		11,963.80 =	562,299
Dental insurance	47 @		448.79 =	21,093
				<b>\$ 665,308</b>
<b>4001 MISCELLANEOUS:</b>				
Appraiser measuring tapes	50 @		35.00 =	1,750
Magnetic car signs	20 @		12.00 =	240
				<b>\$ 1,990</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>				
Office chair replacements	2 @		326.00 =	\$ 652
				<b>\$ 652</b>
<b>4003 COMP/ ELECTRONIC / TECH &lt; \$5,000</b>				
	0 @		0.00 =	\$ -
				<b>\$ -</b>
<b>4005 OFFICE SUPPLIES:</b>				
Basic supplies/per employee	47 @		50.00 =	2,350
				<b>\$ 2,350</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>				
Postage/general mailings	10,000 @		0.55 =	5,500
Sales research letters	20,000 @		0.55 =	11,000
Postage/Certified agriculture application responses	350 @		6.90 =	2,415
Postage - Waiver/Informals Mailings	20,000 @		0.55 =	11,000
				<b>\$ 29,915</b>
<b>4025 REPRODUCTIONS &amp; MICROFILM</b>				
In-house copies	20,000 @		0.0080 =	<b>\$ 160</b>
<b>4045 PRINTING:</b>				
Business cards	10,000 @		0.0700 =	700
ENV12 - #1024 standard - without window	20,000 @		0.020 =	400
ENV13 - #1024 special window - no indicia for sales data	20,000 @		0.020 =	400
ENV16 - #924 Business Reply for Sales Data	20,000 @		0.030 =	600
Envelopes - certified mail	350 @		0.062 =	22
				<b>\$ 2,122</b>
<b>4075 HARDWARE MAINTENANCE:</b>				
N/A		@	=	<b>\$ -</b>

**TARRANT APPRAISAL DISTRICT  
Residential Appraisal (1000)  
Comprehensive Budget Detail**

**4100 DUES & SUBSCRIPTIONS:**

**Dues:**

Metrotex Affiliate Membership - Armstrong	1 @	234.00 =	234
Metrotex Affiliate Membership - Canard	1 @	50.00 =	50
Metrotex MLS Comp Service	2 @	436.00 =	872
PSI Testing fees Level 3	5 @	75.00 =	375
PSI Testing fees Level 4	5 @	105.00 =	525
CTA Renewal	1 @	35.00 =	35
TAAO	1 @	80.00 =	80
TDLR - new	6 @	100.00 =	600
TDLR - renewal	41 @	45.00 =	1,845

**Subscriptions:**

Mobile Home Valuation - NADA	1 @	150.00 =	150
Texas Property Tax Code Book	8 @	20.00 =	160

**\$ 4,926**

**5010 TRAVEL:**

**Transportation, meals, & lodging:**

Laws & Rules/Continuing Education Seminars	5 @	900.00 =	4,500
TAAO Conference -Grapevine	4 @	100.00 =	400
TAAO Conference - Houston	1 @	1,500.00 =	1,500
UT Tax Institute / PTAD Conference - Austin	5 @	610.00 =	3,050

**\$ 9,450**

**5015 TRAINING:**

Laws & Rules/Continuing Education Seminars	5 @	515.00 =	2,575
TAAO Conference - Austin	4 @	400.00 =	1,600
UT Tax Institute / PTAD Conference - Austin	5 @	225.00 =	1,125
TAAO Conference - Austin	1 @	375.00 =	375

**\$ 5,675**

**6501 CAPITAL OUTLAY - FURNITURE & EQUIPMENT:**

N/A

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
BPP / Utilities / Minerals (1500)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$ 1,689,215	\$ 1,770,421	\$ 1,840,040
3035	OVERTIME/COMP TIME PAID	0	2,000	2,000
3045	EMPLOYEE BENEFITS - RETIREMENT	202,583	212,691	246,465
3050	EMPLOYEE BENEFITS - INSURANCE	271,030	317,197	366,550
3085	CONTRACT LABOR	0		
3090	TEMPORARY SUPPORT	0	21,000	0
4001	MISCELLANEOUS	1,112	500	500
4002	FURNITURE & EQUIP < \$5,000	0	0	0
4003	COMP./ELECTR./TECH< \$5,000	0	0	0
4005	OFFICE SUPPLIES	799	2,970	2,118
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE - FREIGHT - MAIL SERVICE	4,449	5,823	5,823
4025	REPRODUCTION & MICROFILM	0	0	0
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	60	1,470	1,330
4050	ADVERTISING	0	0	0
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0	0	0
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	0	300	150
4100	DUES AND SUBSCRIPTIONS	14,484	16,735	15,454
5010	TRAVEL	24	7,700	5,250
5015	TRAINING	3,035	2,025	4,125
5025	LEGAL & LITIGATION EXPENSES	0		
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXP.	0		
5040	OTHER PROFESSIONAL SERVICES	274,500	277,200	280,000
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
<b>TOTALS</b>		<b>\$ 2,461,291</b>	<b>\$ 2,638,032</b>	<b>\$ 2,769,805</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
BPP / Utilities / Minerals (1500)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
DIRECTOR	48	1	1	0	\$ 122,803
DIVISION MANAGER	26	0	1	1	85,000
BPP RESEARCH MANAGER	26	1	0	(1)	-
BPP APPRAISAL MANAGER	26	1	0	(1)	-
DIVISION SUPERVISOR	25	0	3	3	255,000
BPP VALUATION ANALYST	24	3	2	(1)	157,498
SENIOR BPP APPRAISER	23	7	6	(1)	359,208
BPP APPRAISER	22	3	3	0	165,795
BPP VALUATION TECHNICIAN	21	3	3	0	137,919
CLERICAL SUPERVISOR	16	1	1	0	60,819
SENIOR DATA SERVICES CLERK	13	2	3	1	158,307
DATA SERVICES CLERK II	10	2	2	0	82,534
GENERAL CLERK II	9	1	1	0	36,545
<b>TOTALS</b>		<b>25</b>	<b>26</b>	<b>1</b>	<b>\$ 1,621,428</b>
MERIT			3.0%		48,643
SALARY SAVINGS - ATTRITION AND LAG			0.00%		-
SALARY SUPPLEMENT - AUTO ALLOWANCES			19	=	139,696
SERVICE INCENTIVE				=	30,273
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 1,840,040</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
BPP / Utilities / Minerals (1500)  
Comprehensive Budget Details**

<b>3001 SALARIES: See Table of Organization</b>				<b>\$ 1,840,040</b>
<b>3035 OVERTIME/COMP TIME PAY (Hours):</b>	50	x	40.00 =	<b>\$ 2,000</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x	13.38% =	<b>\$ 246,465</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>				
Medicare tax	Payroll	x	1.45% =	\$ 26,710
FICA tax on temporary support	Payroll	x	7.65% =	-
Term life insurance	Payroll	x	0.110% =	2,024
Long-term disability insurance	Payroll	x	0.17% =	3,128
Unemployment insurance	Payroll	x	0.20% =	3,680
Workers compensation insurance	Payroll	x	0.45% =	8,280
Medical insurance	26 @		11,963.80 =	311,059
Dental insurance	26 @		448.79 =	11,669
				<b>\$ 366,550</b>
<b>3090 TEMPORARY SUPPORT:</b>				
Temporary Clerical Support	0	@	0.00 =	-
				<b>\$ -</b>
<b>4001 MISCELLANEOUS:</b>				
Repairs	1	@	500.00 =	500
				<b>\$ 500</b>
<b>4002 FURNITURE &amp; EQUIPMENT - UNDER \$5,000</b>				
	0	@	0.00 =	-
				<b>\$ -</b>
<b>4003 COMPUTER/ELECTRONIC/TECH - UNDER \$5,000</b>				
	0	@	0.00 =	-
				<b>\$ -</b>
<b>4005 OFFICE SUPPLIES:</b>				
Basic supplies/per employee	26	@	50.00 =	1,300
Tarrant Mapsco	20	@	27.90 =	558
Dallas Mapsco	1	@	45.00 =	45
Stamp Replacement	1	@	215.00 =	215
				<b>\$ 2,118</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>				
Postage/Freeport certified-return receipt mailings	525	@	6.90 =	3,623
Postage/general mailings	4,000	@	0.55 =	2,200
				<b>\$ 5,823</b>
<b>4025 REPRODUCTIONS &amp; MICROFILM:</b>				
In-house copies		@	=	-
				<b>\$ -</b>
<b>4045 PRINTING:</b>				
Business cards	2,200	@	0.07 =	154
ENV14A - # 1024 standard (without window)	4,000	@	0.021 =	84
ENV11B - #1024 special window/indicia for reprints	44,000	@	0.021 =	924
ENV12A Spcl. 1024 Window w/o indicia "multi notices"	8,000	@	0.021 =	168
				<b>\$ 1,330</b>



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
BPP / Utilities / Minerals (1500)  
Comprehensive Budget Details**

**4050 ADVERTISING**

= \$ -

**4065 HARDWARE RENTALS:**

= \$ -

**4075 HARDWARE MAINTENANCE**

Equipment repairs (non-contract)

1 @ 150.00 = 150

**\$ 150**

**4100 DUES & SUBSCRIPTIONS:**

PSI Testing Fees Level 3

2 @ 75.00 = 150

PSI Testing Fees Level 4

2 @ 100.00 = 200

TDLR - new

0 @ 100.00 = -

TDLR - renewal

19 @ 45.00 = 855

**Subscriptions:**

Aircraft Appraisal Report (AIRPAC)

1 @ 100.00 = 100

Aircraft Bluebook on-line version

1 @ 160.00 = 160

Airliner Pricing Guide

1 @ 775.00 = 775

Dallas Business Journal

1 @ 135.00 = 135

Fort Worth Business Press

1 @ 135.00 = 135

NADA Price Guide

1 @ 99.00 = 99

NADA Price Guide (older models)

1 @ 175.00 = 175

Infonation (Auto Roll)

1 @ 12,000.00 = 12,000

Truck Bluebooks on-line

1 @ 300.00 = 300

Texas Property Tax Code/Law book

6 @ 20.00 = 120

"Wright Review" (Texas Industrial Expansion)

1 @ 250.00 = 250

**\$ 15,454**

**5010 TRAVEL:**

***Transportation, meals, & lodging:***

UT Tax Institute/Comptroller's Conference

5 @ 610.00 = 3,050

TAAO Conference - Grapevine

7 @ 100.00 = 700

TAAO Conference -Houston

1 @ 1,500.00 = 1,500

**\$ 5,250**

**5015 TRAINING:**

UT Tax Institute/Comptroller's Conference

5 @ 225.00 = 1,125

TAAO Conference - Grapevine

7 @ 375.00 = 2,625

TAAO Conference - Houston

1 @ 375.00 = 375

**\$ 4,125**

**5040 OTHER PROFESSIONAL SERVICES:**

Mineral/Utility/Pipeline combined appraisal services

1 @ 280,000.00 = 280,000

**\$ 280,000**

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Commercial Appraisal (2000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$ 3,343,403	\$ 3,642,801	\$ 3,860,730
3035	OVERTIME/COMP TIME PAID	0	0	0
3045	EMPLOYEE BENEFITS - RETIREMENT	400,962	437,136	516,566
3050	EMPLOYEE BENEFITS - INSURANCE	498,092	611,676	700,102
3085	CONTRACT LABOR	0		
3090	TEMPORARY SUPPORT	0		
4001	MISCELLANEOUS	3,927	1,070	1,230
4002	FURNITURE & EQUIP < \$5,000	5,167	8,050	700
4003	COMP./ELECTR./TECH< \$5,000	655	600	600
4005	OFFICE SUPPLIES	2,745	4,530	4,385
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE - FREIGHT - MAIL SERVICE	3,499	14,600	15,618
4025	REPRODUCTION & MICROFILM	0	240	525
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	179	2,896	3,182
4050	ADVERTISING	0		
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0	0	0
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	1,601	2,082	2,082
4100	DUES AND SUBSCRIPTIONS	111,527	119,005	139,075
5010	TRAVEL	0	14,220	8,940
5015	TRAINING	5,632	10,765	16,375
5025	LEGAL & LITIGATION EXPENSES	0		
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	0		
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
<b>TOTALS</b>		<b>\$ 4,377,389</b>	<b>\$ 4,869,671</b>	<b>\$ 5,270,110</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Commercial Appraisal (2000)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
DIRECTOR	48	1	1		\$ 153,005
DIVISION MANAGER	26	5	5		611,020
COMMERCIAL APPRAISAL SPECIALIST	25	8	8		726,920
SENIOR LITIGATION SPECIALIST	25	2	2		229,132
COMMERCIAL PROPERTIES APPRAISER/ANALYST	24	10	11	1	781,000
SENIOR COMMERCIAL APPRAISER	23	8	8		462,624
COMMERCIAL APPRAISER	22	2	2		95,648
CLERICAL SUPERVISOR	16	1	1		57,491
LITIGATION CLERK	14	1	1		45,469
SENIOR GENERAL CLERK	12	8	8		349,968
GENERAL CLERK II	9	2	2		79,248
<b>TOTALS</b>		<b>48</b>	<b>49</b>	<b>1</b>	<b>\$ 3,591,525</b>
MERIT			3.0%		107,746
SALARY SAVINGS - ATTRITION AND LAG			4.00%		(143,661)
SALARY SUPPLEMENT - AUTO ALLOWANCES			37	=	250,280
SERVICE INCENTIVE				=	54,840
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 3,860,730</b>

**PROPOSED 2022 BUDGET**  
**TARRANT APPRAISAL DISTRICT**  
**Commercial Appraisal (2000)**  
**Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>			<b>\$ 3,860,730</b>
<b>3035 OVERTIME/COMP TIME PAID (Hours):</b>	0	x 0.00 =	<b>\$ -</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x 13.38% =	<b>\$ 516,566</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>			
Medicare tax	Payroll	x 1.45% =	55,981
FICA/Medicare tax on temporary support	Payroll	x 7.65% =	
Term life insurance	Payroll	x 0.110% =	4,247
Long-term disability insurance	Payroll	x 0.17% =	6,563
Unemployment insurance	Payroll	x 0.20% =	7,721
Workers compensation insurance	Payroll	x 0.45% =	17,373
Medical insurance	49 @	11,963.80 =	586,226
Dental insurance	49 @	448.79 =	21,991
			<b>\$ 700,102</b>
<b>4001 MISCELLANEOUS:</b>			
Appraiser measuring tapes	2 @	35.00 =	70
Appraiser measuring wheels	4 @	60.00 =	240
HP - 12C hand-held calculators	8 @	70.00 =	560
Appraiser Magnetic Name Badges	4 @	15.00 =	60
Departmental Motivational Awards	1 @	300.00 =	300
			<b>\$ 1,230</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>			
Chair Mat Replacements	5 @	140.00 =	700
			<b>\$ 700</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>			
Digital cameras	4 @	150.00	<b>\$ 600</b>
			<b>\$ 600</b>
<b>4005 OFFICE SUPPLIES:</b>			
Appointment calendars	48 @	5.00 =	240
Basic supplies/per employee	48 @	50.00 =	2,400
Envelopes - manila ( VN )	1,000 @	0.10 =	100
Envelopes - nylon first class ( VN )	1,000 @	0.70 =	700
Folders/expanding (litigation & research)	150 @	1.90 =	285
Map printing paper	10 @	18.00 =	180
Notary supplies	2 @	25.00 =	50
CD-R recording disks	300 @	0.50 =	150
11 X 17 Print paper (2500 sheet/carton)	4 @	35.00 =	140
Mapsco	5 @	27.90 =	140
			<b>\$ 4,385</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>			
Postage/grantee-grantor mailings (includes return postage)	5,000 @	0.55 =	2,750
Postage/improvements-only survey	2,000 @	0.55 =	1,100
Postage/general mailings	3,000 @	0.55 =	1,650
Postage/tax agent bulk mailings	1,000 @	4.11 =	4,110
Postage/arbitration/SOAH notification certified return receipt	800 @	6.96 =	5,568

**PROPOSED 2022 BUDGET**  
**TARRANT APPRAISAL DISTRICT**  
**Commercial Appraisal (2000)**  
**Comprehensive Budget Detail**

Postage/arbitration/SOAH first class	800 @	0.55 =	440	
				<b>\$ 15,618</b>
<b>4025 REPRODUCTION &amp; MICROFILM</b>				
In-house copy machine usage	30,000 @	0.0175 =	525	
				<b>\$ 525</b>
<b>4045 PRINTING:</b>				
Business cards	2,000 @	0.0700 =	140	
ENV14A - #1024A standard (without window)	4,800 @	0.0210 =	101	
ENV15B-#924 Commercial business reply	2,500 @	0.0300 =	75	
ENV13B - #1024 special window for surveys	5,500 @	0.0210 =	116	
Market Data Evidence Booklets	100 @	27.50 =	2,750	
				<b>\$ 3,182</b>
<b>4065 HARDWARE RENTALS:</b>				
				<b>\$ -</b>
<b>4075 HARDWARE MAINTENANCE:</b>				
Equipment repairs (non-contract)		500.00 =	500	
Scanner (i4200)		1,582.00 =	1,582	
				<b>\$ 2,082</b>
<b>4100 DUES &amp; SUBSCRIPTIONS:</b>				
<b>Dues:</b>				
Appraisal Institute Associate membership	1 @	370.00 =	370	
Notary fees	2 @	125.00 =	250	
PSI Exam Fees Level 3	4 @	75.00 =	300	
PSI Exam Fees Level 4	6 @	105.00 =	630	
State general real estate appraiser certification renewal	2 @	480.00 =	960	
State residential appraiser certification renewal	1 @	395.00 =	395	
TAAO	1 @	80.00 =	80	
TDLR - renewal	32 @	45.00 =	1,440	
TDLR- new	4 @	100.00 =	400	
National Association of Realtors (designation)	1 @	100.00 =	100	
<b>Subscriptions:</b>				
Appraisal Institute "Appraisal of Real Estate" (15th Edition)	0 @	100.00 =	0	
Appraisal Journal	1 @	60.00 =	60	
Appraisals of Utility Properties	1 @	100.00 =	100	
RealPage Market Analytics (formerly Axiometrics)	1 @	5,678.00 =	5,678	
CoStar Property Data Base - "Comps" Sales Data	16 @	4,537.00 =	72,592	
IREM Income/Expense Analysis - Office Metro Report	1 @	50.00 =	50	
IREM Income/Expense Analysis - Shopping Center Metro Rpt	1 @	50.00 =	50	
PriceWaterhouseCooper (cap rates / market trends)	1 @	550.00 =	550	
Marshall & Swift - Commercial (Hard Copy Updates)	1 @	650.00 =	650	
Miscellaneous Reference Books	1 @	200.00 =	200	
NAA Bookstore Income and Expense Survey	1 @	1,100.00 =	1,100	
CBRE Trends in Hotel Industry	1 @	350.00 =	350	
Tarrant Co. District Clerk On-Line Service	1 @	420.00 =	420	
Texas Property Tax Code books	1 @	20.00 =	20	
Texas Hotel Fact Book (Source Strategies)	1 @	175.00 =	175	
USPAP (digital subscription and 1 hard copy)	1 @	125.00 =	125	
TreppLoan Data	12 @	4,250.00 =	51,000	
Senior Care Acquisition Reoprt	1 @	795.00 =	795	

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Commercial Appraisal (2000)  
Comprehensive Budget Detail**

Dallas Business Journal - digital edition	1 @	135.00 =	135
Fort Woprth Star Telegram- digital edition	2 @	50.00 =	100

**\$ 139,075**

**5010 TRAVEL:**

***Transportation, meals, & lodging:***

Comptroller PTD Ratio Challenge	0 @	300.00 =	0
Legal Issues Seminar - San Antonio	2 @	900.00 =	1,800
Legal Issues Update	1 @	600.00 =	600
TAAD Special Workshop	4 @	300.00 =	1,200
UT Tax Institute/Comptroller's Conference	4 @	610.00 =	2,440
Appraisal Institute income courses (Cap A)	2 @	300.00 =	600
TAAD Conference - Grapevine	6 @	100.00 =	600
TAAO Conference - Houston	1 @	1,500.00 =	1,500
DFW Market Forecast Seminar (Integra)	10 @	20.00 =	200

**\$ 8,940**

**5015 TRAINING:**

Appraisal Institute income courses ( cap A)	2 @	600.00 =	1,200
Appraisal Institute seminars	4 @	200.00 =	800
Legal Issues Seminar - San Antonio	2 @	515.00 =	1,030
Texas Multi-Family/Apartment Seminar	2 @	425.00 =	850
TAAD Conference - Grapevine	6 @	400.00 =	2,400
TAAO Conference - Houston	1 @	375.00 =	375
TAAD/Comptroller/ARB Training Seminar	2 @	50.00 =	100
TAAD Appraisal Workshop series	6 @	125.00 =	750
TAAO regional workshops	4 @	35.00 =	140
State certification continuing education	10 @	200.00 =	2,000
UT Tax Institute/Comptrollers Conference	4 @	225.00 =	900
DFW Market Forecast Seminar (Integra)	6 @	95.00 =	570
RE Council - Greater FW Seminar (Arlington Focus)	2 @	35.00 =	70
SQL Training	2 @	2,000.00 =	4,000
Biz Now Commercial Business Conference - Dallas	2 @	595.00 =	1,190

**\$ 16,375**

**6501 CAPITAL OUTLAY - FURNITURE AND EQUIPMENT**

N/A

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$ 1,521,713	\$ 1,781,867	\$ 1,854,278
3035	OVERTIME/COMP TIME PAID	0	0	0
3045	EMPLOYEE BENEFITS - RETIREMENT	182,493	213,824	248,102
3050	EMPLOYEE BENEFITS - INSURANCE	182,449	239,274	267,558
3085	CONTRACT LABOR	0		
3090	TEMPORARY SUPPORT	0		
4001	MISCELLANEOUS	13,170	15,920	14,270
4002	FURNITURE & EQUIP < \$5,000	765	1,150	1,150
4003	COMP./ELECTR./TECH< \$5,000	98,283	81,435	116,565
4005	OFFICE SUPPLIES	228	1,100	1,100
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE - FREIGHT - MAIL SERVICE	6,730	875	900
4025	REPRODUCTION & MICROFILM	0	0	0
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	70	35	35
4050	ADVERTISING	1,518		
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	286	312	312
4070	SOFTWARE FEES	549,145	618,211	697,377
4075	HARDWARE MAINTENANCE	73,465	42,560	54,760
4100	DUES AND SUBSCRIPTIONS	4,346	4,755	4,710
5010	TRAVEL	118	575	580
5015	TRAINING	2,995	4,200	15,925
5025	LEGAL & LITIGATION EXPENSES	0		
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	153,010	168,000	173,000
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0	163,600	11,000
6505	COMPUTER EQUIPMENT	25,325	30,000	0
TOTALS		\$ 2,816,109	\$ 3,367,693	\$ 3,461,622

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Table of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
DIRECTOR	48	1	1		\$ 147,000
INFRASTRUCTURE & OPERATIONS MANAGER	42	1	1		107,848
BUSINESS ANALYSIS & PROGRAMMING MANAGER	42	1	1		127,691
WEB SOLUTIONS MANAGER	42	1	1		127,691
APPLICATIONS SPECIALIST	41	3	3		310,783
DATABASE/INFRASTRUCTURE ARCHITECT	41	1	1		129,000
SPECIAL ASSISTANT TO THE DIRECTOR	41	1	1		120,994
SENIOR INFRASTRUCTURE SPECIALIST	41	1	1		92,498
WEB/GIS PROGRAMMER	41	2	2		175,053
SENIOR PROGRAMMER/ANALYST	40	2	2		143,354
INFRASTRUCTURE SPECIALIST	39	1	1		72,113
SENIOR SYSTEMS SUPPORT TECHNICIAN	39	1	1		88,421
QUALITY ASSURANCE LIASON	37	1	1		77,168
SR. PC/NETWORK SPECIALIST	37	1	1		60,653
TECHNICAL SUPPORT SPECIALIST	33	0	0		-
<b>TOTALS</b>		<b>18</b>	<b>18</b>		<b>\$ 1,780,267</b>
MERIT			3.0%		53,408
SALARY SAVINGS - ATTRITION AND LAG			0.00%		-
SALARY SUPPLEMENT - AUTO ALLOWANCES			1	=	2,500
SERVICE INCENTIVE				=	18,103
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 1,854,278</b>



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>			<b>\$ 1,854,278</b>
<b>3035 OVERTIME/COMP TIME PAID:</b>	0 @	0.00 =	<b>\$ -</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll x	13.38% =	<b>\$ 248,102</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>			
Medicare tax	Payroll x	1.45% =	26,887
Term life insurance	Payroll x	0.110% =	2,040
Long-term disability insurance	Payroll x	0.17% =	3,152
Unemployment insurance	Payroll x	0.20% =	3,709
Workers compensation insurance	Payroll x	0.45% =	8,344
Medical insurance	18 @	11,963.80 =	215,348
Dental insurance	18 @	448.79 =	8,078
			<b>\$ 267,558</b>
<b>4001 MISCELLANEOUS:</b>			
Miscellaneous tools, parts, etc.	20 @	50.00 =	1,000
Portable Data Storage Device	20 @	10.00 =	200
UPS Desk Top Unit	30 @	88.00 =	2,640
Dell Power Block Adapter	10 @	30.00 =	300
Lightning Cable (iPad) (replacements)	5 @	30.00 =	150
HDMI Switch (replacements)	10 @	25.00 =	250
HDMI Splitter (replacements)	8 @	80.00 =	640
Laptop battery Replacement	5 @	130.00 =	650
Wireless Keyboard and Mouse Set (2.4 Ghz)	30 @	60.00 =	1,800
Wireless Keyboard and Mouse Set (Bluetooth)	30 @	60.00 =	1,800
PC surge protectors 12 outlets	5 @	30.00 =	150
Regular wired mouse replacements	10 @	10.00 =	100
Regular PC Keyboard Replacements	10 @	15.00 =	150
Network Patch cables	20 @	20.00 =	400
USB Cables	5 @	10.00 =	50
LT04 Tapes with bar-coded labels (back ups)	5 @	90.00 =	450
LTO Cleaning Tape with Label	10 @	50.00 =	500
Power Supplies for PC replacements	4 @	60.00 =	240
Small Bar Code Printer ribbons	60 @	7.00 =	420
Small Bar Code Printer labels	50 @	7.00 =	350
Large Bar Code Printer ribbons	30 @	4.50 =	135
Large Bar Code Printer labels	50 @	17.50 =	875
HDMI Monitor cables	40 @	18.00 =	720
Replacement AA/AAA batteries for keyboards (package)	5 @	20.00 =	100
HDMI Dongles	5 @	40.00 =	200
			<b>\$ 14,270</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>			
Miscellaneous	1 @	150.00 = \$	150
Replacement chairs	2 @	200.00 = \$	400
Replacement chairmats	3 @	200.00 = \$	600
			<b>\$ 1,150</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>			
Desktop Barcode printer replacements	3 @	440.00 =	1,320
Desktop Barcode reader replacements	3 @	220.00 =	660
Desktop scanners	15 @	825.00 =	12,375
Large monitor replacements (27")	30 @	300.00 =	9,000
Small monitor replacements (22")	20 @	200.00 =	4,000
Small laptop for remote access	15 @	900.00 =	13,500

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Comprehensive Budget Detail**

Desktop PC replacements	40 @	1,200.00 =	48,000
SSD Drive for PC	10 @	75.00 =	750
SFP & Ethernet Transceiver Module	4 @	550.00 =	2,200
Charging/Sync Station (iPad)	1 @	900.00 =	900
Disk Drive (Tivoli Back-up)	5 @	2,800.00 =	14,000
Display Ports to HDMI (Mini-Dell's)	20 @	33.00 =	660
Dell Servers (Domain Name Servers)	4 @	2,300.00 =	9,200

**\$ 116,565**

**4005 OFFICE SUPPLIES:**

Basic supplies/per employee	18 @	50.00 =	900
Envelopes/Shipping supplies	1 @	200.00 =	200

**\$ 1,100**

**4020 POSTAGE - FREIGHT - MAIL SERVICE:**

Shipping Expenses For Repair (FedEx UPS etc.)	10 @	25.00 =	250
Shipping Expenses For Databases (FedEx, UPS, etc.)	26 @	25.00 =	650

**\$ 900**

**4025 REPRODUCTION & MICROFILM:**

In-house copying	0 @	0.0070 =	0
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**\$ -**

**4045 PRINTING:**

Miscellaneous forms, business cards, etc.	500 @	0.07	\$ 35
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**\$ 35**

**4065 HARDWARE RENTALS:**

Pager rental (with text capability for Infrastructure & Security)	2 @	156.00	\$ 312
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**\$ 312**

**4070 SOFTWARE FEES:**

MailGun external mail server (TAD.org)	12 @	100.00 =	1,200
HAProxy Enterprise Edition Premium Level	2 @	4,500.00 =	9,000
Kioware	1 @	400.00 =	400
HCL Bigfix	1 @	11,000.00 =	11,000
Uptime Alert Service	12 @	7.00 =	84
Diskeeper Degragmenter (1 year)	1 @	5,500.00 =	5,500
Veritas backup (1 year)	1 @	1,800.00 =	1,800
Virus protection Software for PC's	1 @	17,000.00 =	17,000
Linux Red Hat Maintenance	18 @	615.00 =	11,070
IBM Passport Advantage + (Tivoli License HD)	1 @	15,000.00 =	15,000
Aumentum Annual Maintenance (Year 8 of 10)	1 @	298,526.00 =	298,526
Aumentum Annual Escrow Fee	1 @	2,625.00 =	2,625
IBM Passport Advantage (Non-Tivoli Products)	1 @	21,000.00 =	21,000
Develop Document Imaging	1 @	3,000.00 =	3,000
Database Analytic Software	6 @	1,500.00 =	9,000
iSupport (2 years - renew 2022)	1 @	1,700.00 =	1,700
SSL Key for Subdomain (renew 2023)	0 @	1,400.00 =	0
Cisco AnyConnect Plus Subscription (5 years - renew 2025)	0 @	15.00 =	0
Cisco AnyConnect Plus Subscription (5 years - renew 2024)	0 @	15.00 =	0
Website forms Software (Formidable, 1 year)	5 @	180.00 =	900
Server Monitoring Software (1 year)	1 @	24,000.00 =	24,000
Microsoft SharePoint Server 2019 Standard CAL	40 @	90.00 =	3,600
Email Gateway (1 year)	1 @	1,700.00 =	1,700
Spam Email Gateway (1 year)	1 @	2,800.00 =	2,800
Database Monitoring Software (SolarWind License Renewal)	3 @	500.00 =	1,500
Public-Facing Web Protection	12 @	225.00 =	2,700
Contact Management SaaS for TAD.org (Constant Contact)	1 @	12,000.00 =	12,000

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Comprehensive Budget Detail**

Adobe Creative Cloud - Web Team (1 year)	10 @	1,000.00 =	10,000
PDF Enterprise Printing/Editing (PDF995 renew 2023)	0 @	700.00 =	0
Source Off-Site from SourceGear (1 year)	1 @	1,000.00 =	1,000
Vmware vSphere Support (1 year)	1 @	24,000.00 =	24,000
Windows Server OS (for New Servers)	2 @	1,000.00 =	2,000
Adobe Professional	8 @	400.00 =	3,200
IBM SPSS (Advanced Statistical Analysis)	1 @	1,450.00 =	1,450
Imaging Solution Annual Maintenance	1 @	14,000.00 =	14,000
Database Mapping Software	2 @	350.00 =	700
Database Tools	3 @	160.00 =	480
DataDog APM and Log Management	1 @	4,200.00 =	4,200
DataDog Web Error Detection	1 @	4,200.00 =	4,200
Export to PDF Tool (Dev. TAD.org)	1 @	80.00 =	80
Export to PDF Tool (www.TAD.org)	1 @	80.00 =	80
Load testing Software	1 @	119.00 =	119
Microsoft SharePoint Server 2019 Standard CAL	20 @	90.00 =	1,800
SSL Key for domain other than TAD.org (Renew 2022)	1 @	600.00 =	600
Browserstack Live	1 @	468.00 =	468
Technology changes (dictated by TAD.org enhancements)	1 @	2,000.00 =	2,000

**SOFTWARE FOR INDIVIDUAL DEPARTMENTS:**

***Residential***

CoreLogic - Marshall & Swift Residential	1 @	750.00 =	750
Moore's Precision Cost Schedule (per parcel)	625000 @	0.10 =	62,500
Digital Signature Cloud Solution (electronic informals)	1 @	12,000.00 =	12,000
IBM SPSS (Advanced Statistical Analysis)	1 @	1,450.00 =	1,450

***Business Personal Property/Utilities/Minerals***

IBM SPSS (Advanced Statistical Analysis)	1 @	1,450.00 =	1,450
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***Commercial***

Wintotal A la mode Commercial Appraisal	1 @	550.00 =	550
CoreLogic - Marshall & Swift Cost Estimator	1 @	3,800.00 =	3,800
CoreLogic - Marshall & Swift Valuation Service Combo	1 @	800.00 =	800
CoreLogic - Marshall & Swift for Aumentum (per parcel)	40000 @	0.35 =	14,000
IBM SPSS (Advanced Statistical Analysis)	5 @	1,450.00 =	7,250

***Support Services***

Kofax Capture Maintenance	1 @	4,600.00 =	4,600
iSeries/Power 8 software maintenance (SWMA)	1 @	7,100.00 =	7,100
Performance Navigator	1 @	1,500.00 =	1,500
IBM SPSS (Advanced Statistical Analysis)	1 @	1,450.00 =	1,450
Experian QAS Mail Validation	1 @	9,000.00 =	9,000

***Land Management***

ESRI GIS ArcGIS Maintenance (1 year)	1 @	30,000.00 =	30,000
ARCGIS Online Credits	10000 @	0.10 =	1,000

***Administration***

Abila Accounting/Payroll System Software (annual)	1 @	10,000.00 =	10,000
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***General Operations***

Galaxy Control Systems (Card Key Mgmt)	1 @	695.00 =	695
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<b>\$ 697,377</b>
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**4075 HARDWARE MAINTENANCE**

Batteries For Halon System	2 @	120.00 =	240
SmartNet - Cisco 4331 Routers (1 yr)	2 @	900.00 =	1,800
SmartNet - Cisco 4510R+E Network Switches	2 @	5000.00 =	10,000
SmartNet - Cisco Switch 2960X Switches	2 @	310.00 =	620
Smart Net - Cisco ASA5516X Firewalls (1 yr)	2 @	2000.00 =	4,000

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Information Services (4000)  
Comprehensive Budget Detail**

SmartNet - Cisco Switch 9300 Switches	6 @	1,100.00 =	6,600
SmartNet - Cisco Switch 3750G (1 year)	1 @	1,000.00 =	1,000
Dell R320 Server (1 year)	1 @	500.00 =	500
Dell R620 Server (1 year)	2 @	500.00 =	1,000
Dell R640 Server (1 year)	2 @	500.00 =	1,000
Dell R640 Server (5 year - renew 2024)	5 @	0.00 =	0
Dell R630 Server (1 year)	1 @	500.00 =	500
Brocade Switch G620 (1 year)	1 @	1,200.00 =	1,200
IBM Tape library Maintenance (Model TS3310)	1 @	6,300.00 =	6,300
iServices Power 8 hardware HWMA + SE	1 @	2,700.00 =	2,700
GE Critical Power PDU PB48T12-50 Semi-Annual PM	2 @	450.00 =	900
UPS Mitsubishi Fakouri Electrical Annual PM	1 @	2,400.00 =	2,400
IBM Storwize System 5030	1 @	7,000.00 =	7,000
IBM Storwize System 3750	1 @	7,000.00 =	7,000

**\$ 54,760**

**4100 DUES & SUBSCRIPTIONS:**

Tax Code Books	6 @	20.00 =	120
TDLR Renewal (RPA holders)	2 @	45.00 =	90
Miscellaneous	1 @	100.00 =	100
Cisco WebEx Business (5 Hosts + Call Me)	1 @	1,750.00 =	1,750
DropBox for Open Record Request Delivery On-line	1 @	150.00 =	150
Various Domain Renewals	1 @	2,500.00 =	2,500

**\$ 4,710**

**5010 TRAVEL:**

**Transportation, meals, & lodging:**

Miscellaneous Local Travel (Print Srvc Mgmt)	1000 @	0.580 =	580
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**\$ 580**

**5015 TRAINING:**

Linked-In Learning (formerly Linda.com)	10 @	420.00 =	4,200
Technical Training Video Library - online	5 @	1,995.00 =	9,975
ISMG Certifications/Memberships	1 @	650.00 =	650
PMP Certification	1 @	1,100.00 =	1,100

**\$ 15,925**

**5040 OTHER PROFESSIONAL SERVICES:**

Internet security services	1 @	19,000.00 =	19,000
Professional Services for Enterprise Network	12 @	2,000.00 =	24,000
Public-facing TAD/TARB Website (dev. & maint.)	1 @	100,000.00 =	100,000
Public-facing Truth-In-Taxation Website (dev. & maint.)	1 @	20,000.00 =	20,000
Infrastructure/Telephone/ Network Services	1 @	10,000.00 =	10,000

**\$ 173,000**

**6501 CAPITAL OUTLAY -FURNITURE & EQUIPMENT**

**\$ -**

**6504 CAPITAL OUTLAY - COMPUTER SOFTWARE - OVER \$5,000**

SQL Server (Standard)	1 @	11,000.00 =	11,000
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**\$ 11,000**

**6505 CAPITAL OUTLAY - COMPUTER EQUIPMENT:**

	0 @	0.00 =	0
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**\$ -**

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Support Services (5000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$1,949,895	\$ 2,074,338	\$ 2,138,706
3035	OVERTIME/COMP TIME PAID	0	24,800	24,800
3045	EMPLOYEE BENEFITS - RETIREMENT	228,764	251,897	289,477
3050	EMPLOYEE BENEFITS - INSURANCE	444,644	532,565	597,415
3085	CONTRACT LABOR	0	0	0
3090	TEMPORARY SUPPORT	0	21,000	0
4001	MISCELLANEOUS	5,382	4,725	4,725
4002	FURNITURE & EQUIP < \$5,000	8,400	0	0
4003	COMP./ELECTR./TECH< \$5,000	0		
4005	OFFICE SUPPLIES	2,154	3,518	3,518
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE - FREIGHT - MAIL SERVICE	60,984	57,488	57,928
4025	REPRODUCTION & MICROFILM	1,248	1,368	1,503
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	620	2,700	2,750
4050	ADVERTISING	11,761	13,463	13,463
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0		
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	9,130	12,944	13,550
4100	DUES AND SUBSCRIPTIONS	544	635	3,195
5010	TRAVEL	1,174	9,744	7,705
5015	TRAINING	948	2,965	4,875
5025	LEGAL & LITIGATION EXPENSES	0	20,000	20,000
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	12,220	26,805	25,325
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
<b>TOTALS</b>		<b>\$2,737,868</b>	<b>\$3,060,955</b>	<b>\$ 3,208,935</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Support Services (5000)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
DIRECTOR	48	1	1		\$ 123,198
MANAGER OF SUPPORT SERVICES	26	1	1		\$ 105,290
		<b>2</b>	<b>2</b>		
<b>CUSTOMER SERVICE DIVISION</b>					
CUSTOMER SERVICES SUPERVISOR	20	1	1		57,928
SENIOR CUSTOMER SERVICES REPRESENTATIVE	19	1	1		50,003
CUSTOMER SERVICES REPRESENTATIVE II	18	4	4		168,812
CUSTOMER SERVICES REPRESENTATIVE I	17	1	1		33,488
		<b>7</b>	<b>7</b>		
<b>IMAGING DIVISION</b>					
LEAD IMAGING SPECIALIST	14	1	1		66,123
SENIOR IMAGING SPECIALIST	13	0	1	1	51,002
IMAGING SPECIALIST II	10	2	1	(1)	42,723
		<b>3</b>	<b>3</b>		
<b>EXEMPTIONS DIVISION</b>					
EXEMPTIONS SUPERVISOR	20	1	1		53,810
SENIOR EXEMPTIONS SPECIALIST	19	5	5		232,980
SENIOR QA SPECIALIST	19	1	1		32,965
EXEMPTIONS SPECIALIST II	18	13	13		476,788
		<b>20</b>	<b>20</b>		
<b>RECORDS SUPPORT DIVISION</b>					
SENIOR GEO-DATA SPECIALIST	31	1	1		50,752
SUPERVISOR - RECORDS	20	1	1		59,426
SENIOR DEED RECORDS SPECIALIST	19	4	4		205,213
DEED RECORDS SPECIALIST II	18	5	5		190,008
DEED RECORDS SPECIALIST I	17	1	1		35,183
		<b>12</b>	<b>12</b>		
<b>TOTALS</b>		<b>44</b>	<b>44</b>	<b>0</b>	<b>\$ 2,035,692</b>
MERIT			3.0%		61,071
SALARY SAVINGS - ATTRITION AND LAG			0.00%		0
SALARY SUPPLEMENT - AUTO ALLOWANCES			2	=	5,000
SERVICE INCENTIVE				=	36,943
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 2,138,706</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Support Services (5000)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>				<b>\$ 2,138,706</b>
<b>3035 OVERTIME/COMP TIME PAID:</b>				
Overtime/Comp Time	1000 @	24.80 =	\$ 24,800	
				<b>\$ 24,800</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x	13.38% =	<b>\$ 289,477</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>				
Medicare tax	Payroll	x	1.45% =	31,371
FICA/Medicare tax on temporary support	Payroll	x	7.65% =	0
Term life insurance	Payroll	x	0.110% =	2,353
Long-term disability insurance	Payroll	x	0.17% =	3,636
Unemployment insurance	Payroll	x	0.20% =	4,277
Workers compensation insurance	Payroll	x	0.45% =	9,624
Medical insurance	44 @	11,963.80 =		526,407
Dental insurance	44 @	448.79 =		19,747
				<b>\$ 597,415</b>
<b>3085 CONTRACT LABOR:</b>				
Security - (see General Operations)	0 @	0.00 =		<b>\$ -</b>
<b>3090 TEMPORARY SUPPORT:</b>				
Temporary Clerical Support	0 @	0.00 =		<b>\$ -</b>
<b>4001 MISCELLANEOUS</b>				
Replacement Phone headset	10 @	260.00 =		2,600.00
Chairmats	10 @	200.00 =		2,000.00
Headset batteries	5 @	25.00 =		125.00
				<b>\$ 4,725</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>				
N/A				= \$ -
				<b>\$ -</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>				
N/A				
<b>4005 OFFICE SUPPLIES:</b>				
Basic supplies for employees	44 @	50.00 =		2,200
Cash register ribbons	1 @	60.00 =		60
Cash register paper rolls	1 @	40.00 =		40
Customer service tickets	2 @	114.00 =		228
Notary Supplies	5 @	98.00 =		490
Rubber stamps-assorted				500
				<b>\$ 3,518</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>				
Postage/daily mail	6,250 @	0.55 =		3,438
Postage/homestead applications	50,000 @	0.420 =		21,000
Mail Services/homestead applications	50,000 @	0.050 =		2,500
Certified/return receipt (exemption cancellation notices and denial letters)	1,500 @	6.96 =		10,440
Certified/no return receipt (exemption cancellation notices and denial letters)	5,000 @	4.11 =		20,550
				<b>\$ 57,928</b>
<b>4025 REPRODUCTION &amp; MICROFILM:</b>				
In-house copying	15,000 @	0.0170 =		255
Tarrant County Deeds FTP Imaging	12 @	104.00 =		1,248
				<b>\$ 1,503</b>
<b>4045 PRINTING:</b>				
ENV14 Standard 1024	100,000 @	0.0210 =		2,100
Certified mail envelopes	5,000 @	0.130 =		650

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Support Services (5000)  
Comprehensive Budget Detail**

			<b>\$ 2,750</b>
<b>4050 ADVERTISING:</b>			
"Appeals" Ad size = 4" x 10.5"	1 @	4,895.00 =	4,895
"Exemption Deferral, Ag" Ads (3 column x 9.5")	1 @	3,150.00 =	3,150
Notice of "Availability of Electronic Communications" Ad	1 @	1,718.00 =	1,718
Rendition Ad	1 @	3700.00 = \$	3,700
			<b>\$ 13,463</b>
<b>4075 HARDWARE MAINTENANCE:</b>			
Scanner - Kodak 9090DC	3 @	3,600.00 =	10,800
Scanner parts & supplies		=	2,750
			<b>\$ 13,550</b>
<b>4100 DUES &amp; SUBSCRIPTIONS:</b>			
Texas Property Tax Code Book	5 @	20.00 =	100
TDLR - Renewal	1 @	45.00 =	45
TAAO Renewal	1 @	80.00 =	80
Survey Monkey Renewal	1 @	450.00 =	450
Public data - Exemption research	2 @	500.00 =	1,000
DSHS - vital Records	1 @	500.00 =	500
F&F Micro Plat Lookup License	1 @	1,020.00 =	1,020
			<b>\$ 3,195</b>
<b>5010 TRAVEL:</b>			
<i>Transportation, meals, &amp; lodging:</i>			
Local/area travel - five employees	8,250 @	0.580 =	4,785
TAAD Conference - Grapevine	2 @	100.00 =	200
UT Tax Institute/Comptroller's Conference	2 @	610.00 =	1,220
TAAO Conference - Houston	1 @	1,500.00 =	1,500
			<b>\$ 7,705</b>
<b>5015 TRAINING:</b>			
TAAD Conference - Grapevine	2 @	375.00 =	750
UT Tax Institute/Comptroller's Conference	2 @	225.00 =	450
TAAO Conference - Houston	1 @	375.00 =	375
Staff training - Exemption/Records Workshops	12 @	275.00 =	3,300
			<b>\$ 4,875</b>
<b>5025 LEGAL &amp; LITIGATION EXPENSE:</b>			
	1 @	20,000.00 =	<b>\$ 20,000</b>
<b>5040 OTHER PROFESSIONAL SERVICES:</b>			
LexisNexis Accurant On-Line Services	15 @	1,680.00 =	25,200
Interpretation/sign language services	1 @	125.00 =	125
			<b>\$ 25,325</b>
<b>6501 CAPITAL OUTLAY - FURNITURE &amp; EQUIPMENT:</b>			
	@	=	0
			<b>\$ -</b>



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Geographic Info Services (5500)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2021 ACTUAL	2022 BUDGET	2023 BUDGET
3001	SALARIES	\$ 260,031	\$ 327,552	\$ 277,215
3035	OVERTIME/COMP TIME PAID	0	0	0
3045	EMPLOYEE BENEFITS - RETIREMENT	31,183	39,306	37,091
3050	EMPLOYEE BENEFITS - INSURANCE	41,481	62,481	56,247
3085	CONTRACT LABOR	0		
3090	TEMPORARY SUPPORT	0		
4001	MISCELLANEOUS	0	120	120
4002	FURNITURE & EQUIP < \$5,000	0		
4003	COMP./ELECTR./TECH< \$5,000	0		
4005	OFFICE SUPPLIES	0	35	35
4006	GRAPHICS - MAPPING SUPPLIES	0	4,159	3,659
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0		
4020	POSTAGE - FREIGHT - MAIL SERVICE	0	0	0
4025	REPRODUCTION & MICROFILM	0	0	0
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	0		
4050	ADVERTISING	0		
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0		
4070	SOFTWARE FEES	0	0	0
4075	HARDWARE MAINTENANCE	0	600	1,895
4100	DUES AND SUBSCRIPTIONS	0	975	975
5010	TRAVEL	0	4,500	4,500
5015	TRAINING	0	10,875	9,675
5025	LEGAL & LITIGATION EXPENSES	0		
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	0	2,500	2,500
5050	MAPPING SERVICES	299,926	347,752	347,752
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0		
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
	<b>TOTALS</b>	<b>\$ 632,621</b>	<b>\$ 800,855</b>	<b>\$ 741,664</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Geographic Info Services (5500)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
MAPPING/GIS MANAGER	40	1	1	0	\$ 86,819
SENIOR GIS SPECIALIST	37	1	1	0	\$ 76,419
GIS SPECIALIST II	36	2	2	0	98,466
GIS SPECIALIST I	32	1	0	(1)	-
<b>TOTALS</b>		<b>5</b>	<b>4</b>	<b>(1)</b>	<b>\$ 261,704</b>
MERIT			3.0%		7,851
SALARY SAVINGS - ATTRITION AND LAG			0.00%		-
SERVICE INCENTIVE				=	\$ 7,660
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 277,215</b>

**ADOPTED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Geographic Info Services (5500)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>				<b>\$ 277,215</b>
<b>3035 OVERTIME/COMP TIME PAID (Hours):</b>				
		x	= \$	-
				<b>\$ -</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x	13.38% =	<b>\$ 37,091</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>				
Medicare tax	Payroll	x	1.45% =	4,020
Term life insurance	Payroll	x	0.110% =	305
Long-term disability insurance	Payroll	x	0.17% =	471
Unemployment insurance	Payroll	x	0.20% =	554
Workers compensation insurance	Payroll	x	0.45% =	1,247
Medical insurance	4 @		11,963.80 =	47,855
Dental insurance	4 @		448.79 =	1,795
				<b>\$ 56,247</b>
<b>4001 MISCELLANEOUS</b>				
Replacement chairmats	2 @		60.00 =	<b>\$ 120</b>
				<b>\$ 120</b>
<b>4005 OFFICE SUPPLIES:</b>				
Basic supplies for employees	4 @		50.00 =	200
Business cards	500 @		0.07 =	35
				<b>\$ 35</b>
<b>4006 GRAPHICS - MAPPING SUPPLIES:</b>				
Foam core mount	5 @		75.00 =	375
Spray mount	4 @		15.00 =	60
Bond paper - 36" x 150'	4 @		33.31 =	133
Bond paper - 42" x 150'	2 @		60.00 =	120
Bond paper - 36" x 500'	4 @		22.65 =	91
Bond paper - 42" x 500'	2 @		70.00 =	140
Xerox VersaLink Laser paper - 24# 11" x 17" ream	10 @		20.00 =	200
Xerox VersaLink Laser paper - 24# 8.5" x 11" ream	15 @		20.00 =	300
Ink Cartridge (Canon iPF850 -330ml.)	5 @		154.00 =	770
Ink Cartridge (Canon iPF850 -700ml.)	5 @		294.00 =	1,470
				<b>\$ 3,659</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE</b>				
		@	=	0
				<b>\$ -</b>
<b>4025 REPRODUCTION &amp; MICROFILM:</b>				
In-house copying		@	0.000 =	0
				<b>\$ -</b>
<b>4070 SOFTWARE FEES</b>				
<i>ESRI GIS software maintenance: See 4000/4070</i>				
	0 @		0.00 =	0
				<b>\$ -</b>
<b>4075 HARDWARE MAINTENANCE:</b>				
Canon TX4000 Service Maintenance - annual	1 @		1295.00 =	1,295

**ADOPTED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Geographic Info Services (5500)  
Comprehensive Budget Detail**

Misc. Hardware Maintenance	12 @	50.00 =	600	
				<b>\$ 1,895</b>
<b>4100 DUES &amp; SUBSCRIPTIONS:</b>				
South Central Arc User Group	3 @	30.00 =	90	
URISA	3 @	195.00 =	585	
Miscellaneous manuals/reference books	1 @	300.00 =	300	
				<b>\$ 975</b>
<b>5010 TRAVEL</b>				
<i>Transportation, meals &amp; lodging:</i>				
ESRI Conference	3 @	1500.000 =	4,500	
				<b>\$ 4,500</b>
<b>5015 TRAINING:</b>				
ESRI On-Line Training	3 @	2,000.00 =	6,000	
ESRI/SCAUG Conference	3 @	400.00 =	1,200	
SCAUG Training Classes	3 @	825.00 =	2,475	
				<b>\$ 9,675</b>
<b>5040 OTHER PROFESSIONAL SERVICES:</b>				
Technical/engineering services	1 @	2,500.00 =	2,500	
				<b>\$ 2,500</b>
<b>5050 MAPPING SERVICES:</b>				
Oblique & Orthographic Aerial Photography *	1 @	347,752.00 =	347,752	
				<b>\$ 347,752</b>

\* Tarrant County 911 funds 56% of the annual cost of Aerial Photography per agreement.. See "911 Contract Payment" on "Budget Summary and Financing Method page of this Budget. TAD portion capped at \$150,000.

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Appraisal Review Board (6000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
		<b>Staffing Costs Budgeted in the ADMINISTRATION DEPARTMENT</b>		
3001	SALARIES			
3035	OVERTIME/COMP TIME PAID			
3045	EMPLOYEE BENEFITS - RETIREMENT			
3050	EMPLOYEE BENEFITS - INSURANCE			
3085	CONTRACT LABOR	0	0	0
3090	TEMPORARY SUPPORT	16,542	50,400	54,600
4001	MISCELLANEOUS	507	159	200
4002	FURNITURE & EQUIP < \$5,000	1,960	2,102	1,505
4003	COMP./ELECTR./TECH< \$5,000	0	500	500
4005	OFFICE SUPPLIES	2,925	12,753	12,614
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	291	622	605
4020	POSTAGE - FREIGHT - MAIL SERVICE	53,795	305,216	327,275
4025	REPRODUCTION & MICROFILM	0	56	56
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	5,798	36,676	35,615
4050	ADVERTISING	0		
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0		
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	0	500	500
4100	DUES AND SUBSCRIPTIONS	0	45	355
5010	TRAVEL	0	3,005	2,210
5015	TRAINING	26,765	73,080	67,895
5025	LEGAL & LITIGATION EXPENSES	21,348	50,000	25,000
5030	APPRAISAL REVIEW BOARD FEES	624,307	900,000	675,000
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	0	0	0
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
<i>CAPITAL OUTLAY:</i>				
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
TOTALS		\$ 754,238	\$ 1,435,114	\$ 1,203,930

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Appraisal Review Board (6000)  
Comprehensive Budget Detail**

<b>3001 SALARIES:</b>			
<i>Staffing Costs Are Budgeted In Administration Department Budget</i>			
<b>3085 CONTRACT LABOR:</b>			
Security - (see General Operations)	0 @	0.00 =	\$ -
<b>3090 TEMPORARY SUPPORT:</b>			
(April-July) total hrs.	4,200 @	13.00 =	54,600
			<b>54,600</b>
<b>4001 MISCELLANEOUS:</b>			
Texas Interpreting Service - hearing impaired translations	1 @	200.00 =	\$ 200.00
			<b>\$ 200</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>			
Floormat - replacements	5 @	285.00 =	\$ 1,425
Panel Room Clock replacements	4 @	20.00 =	80
			<b>\$ 1,505</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>			
Replacement Cameras - ARB Security	1 @	500.00 =	\$ 500
			<b>\$ 500</b>
<b>4005 OFFICE SUPPLIES:</b>			
Assorted Stamp Devices	5 @	33.00 =	165
Basic supplies	11 @	50.00 =	550
General office supplies	1 @	4,550.00 =	4,450
Name badges	30 @	10.00 =	300
Blue 8.5 x 11 20# paper for hearing procedures (carton)	60 @	45.00 =	2,700
Canary 8.5 x 11 20# paper for hearing procedures (carton)	60 @	45.00 =	2,700
Canary 90# card stock	20 @	50.00 =	1,000
Calendars	11 @	15.00 =	165
Labels for agent packets (489565 )- package	10 @	35.00 =	350
Tyvek Expanding Envelopes 100/box	2 @	117.00 =	234
Calendars	13 @	5.80 =	75
			<b>\$ 12,614</b>
<b>4015 INSURANCE &amp; BONDS</b>			
Notary fees	5 @	97.00 =	485
Notary books	20 @	6.00 =	120
			<b>\$ 605</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>			
Postage/Certified Final Orders	70,000 @	4.110 =	287,700
Postage/Hearing Notices	70,000 @	0.420 =	29,400
Postage/Daily Mailings	2,500 @	0.550 =	1,375
P.O. Box renewal		=	400
Mail Service - Certified Final Orders	70,000 @	0.06 =	4,200
Mail Service - Hearing Notices	70,000 @	0.06 =	4,200
			<b>\$ 327,275</b>
<b>4025 REPRODUCTION &amp; MICROFILM</b>			
In-house copying	8,000 @	0.0070 =	56
			<b>\$ 56</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Appraisal Review Board (6000)  
Comprehensive Budget Detail**

**4045 PRINTING:**

ENV 25 - Reg HN w/red indicia	70,000 @	0.1000 =	7,000
ENV 27 - Certified Mail Final Order	70,000 @	0.0625 =	4,375
ENV 28 - Certified Mail HN w/red indicia	20,000 @	0.0620 =	1,240
ENV 18 - 1024 Standard ARB Return Address	0 @	0.0400 =	0
ENV 19 - 1024 Standard Window ARB Return Address	0 @	0.0400 =	0
Filing Instructions	500,000 @	0.0450 =	22,500
Miscellaneous forms		=	500
			<b>\$ 35,615</b>

**4075 HARDWARE MAINTENANCE:**

Audio recording and projection equipment (non-contract)	1 @	500.00 =	500
			<b>\$ 500</b>

**4100 DUES & SUBSCRIPTIONS:**

TDLR - Renewal	1 @	45.00 =	45
Texas Property Tax Code Books	30 @	10.00 =	300
Texas Property Tax Law Books	1 @	10.00 =	10
			<b>\$ 355</b>

**5010 TRAVEL**

*Transportation, meals, & lodging:*

UT Tax Institute/PTAD Conference	1 @	610.00 =	610
TAAO Conference - Grapevine	1 @	100.00 =	100
TAAO Conference - Houston	1 @	1,500.00 =	1,500
			<b>\$ 2,210</b>

**5015 TRAINING:**

ARB Workshops (incl. instr. fee) - Spring		=	23,465
ARB Workshop (incl. instr. fee) - Fall		=	16,760
Required ARB training by PTAD (new members)		=	7,385
Required ARB training by PTAD (returning members)		=	19,310
UT Tax Institute/PTAD Conference	1 @	225.00 =	225
TAAO Conference - Grapevine	1 @	375.00 =	375
TAAO Conference - Houston	1 @	375.00 =	375
			<b>\$ 67,895</b>

**5025 LEGAL & LITIGATION EXPENSE:**

Appraisal Review Board-related legal fees	1 @	25,000.00 =	<b>\$ 25,000</b>
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**5030 ARB BOARD MEMBER FEES:**

Per Diem for hearing days (independent contractors)	1 @	675,000.00 =	675,000
			<b>\$ 675,000</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Administration (8000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$ 1,243,430	\$ 1,339,868	\$ 1,343,722
3035	OVERTIME/COMP TIME PAID	160	30,000	25,000
3045	EMPLOYEE BENEFITS - RETIREMENT	149,029	160,784	179,790
3050	EMPLOYEE BENEFITS - INSURANCE	199,757	244,105	272,639
3085	CONTRACT LABOR	0		
3090	TEMPORARY SUPPORT	0	7,280	8,400
4001	MISCELLANEOUS	6,342	6,250	8,980
4002	FURNITURE & EQUIP < \$5,000	1,927	0	0
4003	COMP./ELECTR./TECH< \$5,000	0	0	0
4005	OFFICE SUPPLIES	2,773	1,446	1,446
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	0		
4015	INSURANCE & BONDS	0	100	100
4020	POSTAGE - FREIGHT - MAIL SERVICE	3,630	2,750	2,750
4025	REPRODUCTION & MICROFILM	0	80	80
4030	COMPUTER SUPPLIES	0		
4035	UTILITIES	0		
4045	PRINTING	305	1,090	1,090
4050	ADVERTISING	5,236	6,042	6,360
4055	TELEPHONE	0		
4060	JANITORIAL SERVICE/SUPPLIES	0		
4065	HARDWARE RENTALS	0		
4070	SOFTWARE FEES	0	0	0
4075	HARDWARE MAINTENANCE	0	200	200
4100	DUES AND SUBSCRIPTIONS	2,794	3,465	7,689
5010	TRAVEL	473	9,342	10,142
5015	TRAINING	4,511	11,350	10,930
5025	LEGAL & LITIGATION EXPENSES	180,145	160,000	160,000
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	0		
5040	OTHER PROFESSIONAL SERVICES	3,303	7,570	8,270
5050	MAPPING SERVICES	0		
5060	INTEREST	0		
6005	CONTINGENCIES	0		
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	0	0	0
6502	LEASE PAYMENTS - PRINCIPAL	0		
6503	LEASEHOLD IMPROVEMENTS	0		
6504	COMPUTER SOFTWARE	0		
6505	COMPUTER EQUIPMENT	0		
TOTALS		\$ 1,803,815	\$ 1,991,722	\$ 2,047,588



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Administration (8000)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
<b>ADMINISTRATIVE DIVISION</b>					
EXECUTIVE DIRECTOR/CHIEF APPRAISER	N	1	1		\$ 195,208
DIRECTOR OF ADMINISTRATION	49	1	1		168,334
COMMUNICATION SPECIALIST	47	1	1		61,610
PURCHASING AGENT	47	1	1		73,944
FINANCE OFFICER	47	1	1		75,275
PAYROLL/EDUCATION COORDINATOR	47	1	1		66,206
HUMAN RESOURCE BENEFITS ADMINISTRATOR	47	1	1		75,275
EXECUTIVE ASSISTANT	46	1	1		70,000
<b>DIVISION TOTALS</b>		<b>8</b>	<b>8</b>		
<b>ARB OPERATIONS DIVISION</b>					
MANAGER OF ARB OPERATIONS	26	1	1		118,726
SENIOR GENERAL CLERK	12	2	2		89,108
SENIOR DATA SERVICES CLERK	13	1	1		42,894
DATA SERVICES CLERK II	10	2	2		73,372
GENERAL CLERK II	9	5	5		164,295
<b>DIVISION TOTALS</b>		<b>11</b>	<b>11</b>		
<b>TOTALS</b>		<b>19</b>	<b>19</b>	<b>0</b>	<b>\$ 1,274,247</b>
(N=Negotiated)					
MERIT			3.0%		38,227
SALARY SAVINGS - ATTRITION AND LAG			0.0%		-
SALARY SUPPLEMENT - AUTO ALLOWANCES			4	=	17,000
SERVICE INCENTIVE				=	14,248
<b>TOTAL SALARIES FOR BUDGET</b>					<b>\$ 1,343,722</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Administration (8000)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>				<b>\$ 1,343,722</b>
<b>3035 OVERTIME/COMP TIME PAID (Hours):</b>				
ARB hearings and preparations	1,000	@	25.00 =	\$ 25,000
				<b>\$ 25,000</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll	x	13.38% =	<b>\$ 179,790</b>
<b>3050 EMPLOYEE BENEFITS:</b>				
Medicare tax	Payroll	x	1.450% =	19,484
FICA/Medicare tax on temporary support	Payroll	x	7.650% =	4,820
Term life insurance	Payroll	x	0.110% =	1,478
Long-term disability insurance	Payroll	x	0.170% =	2,284
Unemployment insurance	Payroll	x	0.200% =	2,687
Workers compensation insurance	Payroll	x	0.450% =	6,047
Medical insurance	19	@	11,963.80 =	227,312
Dental insurance	19	@	448.79 =	8,527
				<b>\$ 272,639</b>
<b>3090 TEMPORARY SUPPORT</b>				
Summer Intern(s)	560	@	15.00 =	<b>\$ 8,400</b>
<b>4001 MISCELLANEOUS:</b>				
Misc. for office furniture & equipment				1,000
Service awards for employees	46			4,880
Catering etc. for work related meetings				= 3,000
LED Light Ring and Ancillary Equipment	1	@	100.00 =	100
				<b>\$ 8,980</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>				
		@	=	0
				<b>\$ -</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>				
<b>4005 OFFICE SUPPLIES:</b>				
1099 forms/envelopes	275	@	0.80 =	220
Basic supplies	8	@	50.00 =	400
Binders - large 3-ring	15	@	9.50 =	143
Binders - small 3-ring for policy manuals	25	@	3.50 =	88
Binders - presentation	150	@	1.40 =	210
Folders - Smead 1524 E	150	@	1.00 =	150
W-2 forms/envelopes	350	@	0.67 =	235
				<b>\$ 1,446</b>
<b>4015 INSURANCE &amp; BONDS:</b>				
Notary fees	1	@	100.00 =	<b>\$ 100</b>
<b>4020 POSTAGE - FREIGHT - MAIL SERVICE:</b>				
Routine mailings	5,000	@	0.55 =	<b>\$ 2,750</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Administration (8000)  
Comprehensive Budget Detail**

**4025 REPRODUCTION & MICROFILM:**

In-house copying	10,000 @	0.0080 =	80
			<b>\$ 80</b>

**4045 PRINTING:**

Accounts payable checks	5,000 @	0.063 =	315
Business cards	1,000 @	0.0700 =	70
Envelopes ENV 20 - # 1024 standard window	4,000 @	0.060 =	240
Letterhead	250 @	0.120 =	30
Letterhead Bond Paper (plain)	1 @	150.00 =	150
Requisition orders	1,500 @	0.190 =	285
			<b>\$ 1,090</b>

**4050 ADVERTISING:**

Personnel recruiting ads		=	1,200
Procurement legal notices	8 @	20.00 =	160
Publish notice of public hearing on 2021 budget	1 @	5,000.00 =	5,000
			<b>\$ 6,360</b>

**4070 SOFTWARE FEES:**

*See Dept. 4000/4070*

**4075 HARDWARE MAINTENANCE:**

Non-Contract maintenance of other equipment		=	200
			<b>\$ 200</b>

**4100 DUES & SUBSCRIPTIONS:**

***Dues:***

American Express Annual Fee	1 @	95.00 =	95
FW HR Association Dues	1 @	80.00 =	80
Government Finance Officers' Association	1 @	740.00 =	740
HR Recertification	1 @	100.00 =	100
International Association of Assessing Officers	2 @	220.00 =	440
Metropolitan Council Of Appraisal Districts	1 @	100.00 =	100
PPANCT membership	1 @	75.00 =	75
Public Purchasing Managers Association	1 @	190.00 =	190
Society for Human Resource Management	1 @	219.00 =	219
TDLR - renewal (one dual reg.)	3 @	45.00 =	135
Texas Association of Assessing Officers	2 @	110.00 =	220
Texas Building and Procurement Commission	1 @	125.00 =	125
Texas Co-Op Purchasing Membership	1 @	100.00 =	100
IAAO Texas Chapter Dues	2 @	20.00 =	40
IAAO Certification fee (CEAA)	1 @	200.00 =	200

***Subscriptions:***

Fort Worth Commercial Recorder	1 @	185.00 =	185
HR/Personnel Publications	1 @	55.00 =	55
Miscellaneous publications			400
National Institute of Govt. Purchasers	1 @	190.00 =	190
Boardbook Annual Subscription	1 @	4,000.00 =	4,000
			<b>\$ 7,689</b>

**5010 TRAVEL:**

***Transportation, lodging, per diem, etc.:***

Local driving to taxing units, for pick up/delivery of supplies, banking, etc. - 15 miles per week	400 @	0.580 =	232
Travel to luncheons/workshops	6 @	35.00 =	210

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
Administration (8000)  
Comprehensive Budget Detail**

Finance/Investment Training	1 @	350.00 =	350
LBJ Purchasing Conference	1 @	350.00 =	350
Public Purchasing Conferences/Workshops	1 @	500.00 =	500
Legal Issues Seminar	1 @	800.00 =	800
Amplify Users Conference - TBD	1 @	1,000.00 =	1,000
TAAD Conference - Grapevine	2 @	100.00 =	200
TAAO Conference - Houston	1 @	1,500.00 =	1,500
TAAD/ Metro Committee Meetings	4 @	250.00 =	1,000
HR Conference (TAC)	1 @	250.00 =	250
TCDRS Conference	1 @	550.00 =	550
IAAO Conference - Boston, MA	2 @	1,600.00 =	3,200

**\$ 10,142**

**5015 TRAINING:**

Accounting/Financial Seminar	1 @	750.00 =	750
PPM Lunch Meetings	4 @	25.00 =	100
Purchasing Conference (LBJ)	1 @	300.00 =	300
HR Lunch Meetings	6 @	25.00 =	150
HR Conference (TAC)	0 @	150.00 =	0
TCDRS Conference	1 @	235.00 =	235
Continuing education for C. A. & Staff			1,500
Legal Issues Seminar	1 @	400.00 =	400
Amplify Users Conference - TBD	1 @	595.00 =	595
Public Investment Class	3 @	270.00 =	810
PTEC per student course registration fee	200 @	15.00 =	3,000
Student materials for 5 appraisal courses	5 @	50.00 =	250
TAAD Conference - Grapevine	2 @	400.00 =	800
TAAO Conference - Houston	2 @	375.00 =	750
IAAO Conference - Boston, MA	2 @	645.00 =	1,290

**\$ 10,930**

**5025 LEGAL SERVICES EXPENSES:**

**\$ 160,000**

**5040 OTHER PROFESSIONAL SERVICES:**

Pre-employment background check	40 @	64.00 =	2,560
ARB Member Background Checks	85 @	64.00 =	5,440
Drug screening tests	2 @	135.00 =	270

**\$ 8,270**

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Account Summary**

ACCOUNT NUMBER	ACCOUNT NAME	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3001	SALARIES	\$ 266,915	\$ 268,670	\$ 273,202
3035	OVERTIME/COMP TIME PAID	0	1,040	1,040
3045	EMPLOYEE BENEFITS - RETIREMENT	31,919	32,365	36,694
3047	PENSION LIABILITY CONTRIBUTIONS	2,075,000		
3050	EMPLOYEE BENEFITS - INSURANCE	176,927	230,341	239,626
3085	CONTRACT LABOR	146,035	119,796	128,323
3090	TEMPORARY SUPPORT	0	600	600
4001	MISCELLANEOUS	12,608	15,340	15,680
4002	FURNITURE & EQUIP < \$5,000	1	400	400
4003	COMP./ELECTR./TECH< \$5,000	0	13,500	8,500
4005	OFFICE SUPPLIES	8,404	2,870	2,870
4006	GRAPHICS - MAPPING SUPPLIES	0		
4010	OFFICE RENTAL	11,149	11,760	11,760
4015	INSURANCE & BONDS	24,284	23,268	24,284
4020	POSTAGE - FREIGHT - MAIL SERVICE	466,018	508,241	484,351
4025	REPRODUCTION & MICROFILM	8,007	1,440	2,000
4030	COMPUTER SUPPLIES	37,118	28,164	28,164
4035	UTILITIES	47,678	66,360	66,960
4045	PRINTING	15,764	13,825	14,925
4050	ADVERTISING	0		
4055	TELEPHONE	89,901	80,111	102,794
4060	JANITORIAL SERVICE/SUPPLIES	17,763	18,716	19,705
4065	HARDWARE RENTALS	540	655	540
4070	SOFTWARE FEES	0		
4075	HARDWARE MAINTENANCE	51,292	48,532	46,520
4100	DUES AND SUBSCRIPTIONS	4,023	4,071	6,249
5010	TRAVEL	0	565	565
5015	TRAINING	2,999	2,625	2,625
5025	LEGAL & LITIGATION EXPENSES	1,148,390	1,100,000	1,440,000
5030	APPRAISAL REVIEW BOARD FEES	0		
5035	ARBITRATION/ADMIN. HEARING EXPENSE	10,800	9,700	14,650
5040	OTHER PROFESSIONAL SERVICES	297,878	323,120	374,761
5050	MAPPING SERVICES	0		
5060	INTEREST	10	100	2,124
6005	CONTINGENCIES	0	100,000	100,000
	<i>CAPITAL OUTLAY:</i>			
6501	FURNITURE & EQUIPMENT	29,577	0	0
6502	LEASE PAYMENTS - PRINCIPAL	512	2,100	3,732
6503	LEASEHOLD IMPROVEMENTS	0	0	0
6504	COMPUTER SOFTWARE	40,762	0	0
6505	COMPUTER EQUIPMENT	0		
6506	CAMA SYSTEM	537,204	0	0
	<b>TOTALS</b>	<b>\$ 5,559,478</b>	<b>\$ 3,028,275</b>	<b>\$ 3,453,644</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Table Of Organization**

JOB TITLE	GRADE	NUMBER OF POSITIONS		2022 CHANGES	2022 BUDGET
		2021	2022		
FACILITIES MANAGER	4	1	1		68,806
CUSTODIAN	3	2	2	\$	68,620
SENIOR OFFICE SERVICES SPECIALIST	45	1	1		50,690
SENIOR OPERATIONS SPECIALIST	34	1	1		65,978
<b>TOTALS</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>\$ 254,094</b>
MERIT			3.0%		7,623
SALARY SAVINGS - ATTRITION AND LAG			0.0%		-
SALARY SUPPLEMENT - AUTO ALLOWANCES			2	=	6,000
SERVICE INCENTIVE				=	5,485
<b>TOTAL SALARIES FOR BUDGET</b>				<b>\$</b>	<b>273,202</b>

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Comprehensive Budget Detail**

<b>3001 SALARIES: See Table of Organization</b>			<b>\$ 273,202</b>
<b>3035 OVERTIME/COMP TIME PAID (Hours):</b>	40 @	26.00 =	<b>\$ 1,040</b>
<b>3045 EMPLOYEE BENEFITS - PENSIONS:</b>	Payroll x	13.38% =	\$ 36,694
			<b>\$ 36,694</b>
<b>3050 EMPLOYEE BENEFITS - INSURANCE:</b>			
Medicare tax	Payroll x	1.45% =	3,977
FICA/Medicare tax on temporary support	Payroll x	7.65% =	46
Term life insurance	Payroll x	0.110% =	301
Long-term disability insurance	Payroll x	0.17% =	464
Unemployment insurance	Payroll x	0.20% =	546
Workers compensation insurance	Payroll x	0.45% =	1,229
Medical insurance	5 @	11,963.80 =	59,819
Dental insurance	5 @	448.79 =	2,244
Retirees health insurance	95 @	1,800.00 =	171,000
			<b>\$ 239,626</b>
<b>3085 CONTRACT LABOR</b>			
Taxpayer Liaison Officer (monthly)	12 @	1,100.00 =	\$ 13,200
Security - Full Time Deputy ( Interlocal Agreement w/ TCSO)	1 @	115,123.00 =	\$ 115,123
Security -( Weekends, Early/After Hours, Addl. Officer )	1 @	30,000.00 =	\$ 30,000
			<b>\$ 128,323</b>
<b>3090 TEMPORARY SUPPORT:</b>			
Janitorial - vacations/illnesses/ as needed	40 @	15.00 =	600
			<b>\$ 600</b>
<b>4001 MISCELLANEOUS:</b>			
Miscellaneous service/repair work/inspection fees			\$ 7,500
Truck rental for warehouse/bulk mail runs (days)	2 @	100.00 =	200
Coffee, Vending Supplies organization-wide	12 @	300.00 =	3,600
Supplies for shredder (bags, oil), projector, etc.			450
Annual Fire extinguisher Inspection	14 @	10.00 =	140
Annual Fire/Sprinkler Inspection (twice annually)	2 @	200.00 =	400
Annual Halon System Inspection (twice annually)	2 @	325.00 =	650
Annual Backflow Inspection (twice annually)	2 @	370.00 =	740
Annual Organization Pre-Notice Meeting			1,500
Building Signage Improvements			500
			<b>\$ 15,680</b>
<b>4002 FURNITURE &amp; EQUIPMENT &lt; \$5,000</b>			
Misc. Furniture	1 @	400.00 =	400
			<b>\$ 400</b>
<b>4003 COMP / ELECTRONICS / TECH &lt; \$5,000</b>			
Cabling/electrical imps. for phones, comps., network devices, etc.			3,500
Printer/Copier Replacements			5,000
			<b>\$ 8,500</b>
<b>4005 OFFICE SUPPLIES:</b>			
Common supplies distributed centrally:			\$ 2,500
Tape - Postage machine (box)	10 @	37.00 =	370
			<b>\$ 2,870</b>
<b>4010 OFFICE RENTAL:</b>			
Offsite records/microfilm storage (monthly)	12 @	150.00 =	1,800

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Comprehensive Budget Detail**

Warehouse space (monthly) current lease exp. 02/2023	12 @	830.00 =	9,960
			\$ 11,760

**4015 INSURANCE & BONDS:**

All risk replacement cost (property & EDP equipment/data/media) and EDP/property replacement extra expense			12,650
General liability			3,607
Non-owned vehicle liability			73
Public Officials Liability			7,954
			\$ 24,284

**4020 POSTAGE - FREIGHT - MAIL SERVICE:**

Bulk Mail Annual Fee		=	225
Business Reply Annual Permit Fees		=	235
Business Reply Annual Maint. Fees		=	1,420
P.O. Box Fee (158579)		=	356
P.O. Box Fee (158519)		=	356
<b>Residential Value Notices</b>			
Postage	400,000 @	0.4200 =	168,000
Mail Services	400,000 @	0.0600 =	24,000
<b>BPP / Utilities / Minerals</b>			
Postage/notices	75,000 @	0.4200 =	31,500
Mail Services/notices	25,000 @	0.0600 =	1,500
Postage/rendition mailings	25,000 @	0.420 =	10,500
Mailing services/renditions	25,000 @	0.060 =	1,500
<b>Commercial Value Notices</b>			
Postage	20,000 @	0.4200 =	8,400
Mail Services	10,000 @	0.0600 =	600
<b>"Estimate of Tax" Notification Postcards (SB2)</b>			
Postage	839,000 @	0.2800 =	234,920
Mail Services	839,000 @	0.0010 =	839
			\$ 484,351

**4025 REPRODUCTIONS & MICROFILM**

In-house copies	250,000 @	0.0080 =	2,000
			\$ 2,000

**4030 COMPUTER SUPPLIES:**

<b>Computer Paper / Supplies:</b>			
Value notice paper - blue 8 1/2" x 11" 24# (5,000 sheets/carton)	132 @	55.00 =	7,260
Value notice paper - green 8 1/2" x 11" 24# (5,000 sheets/carton)	22 @	55.00 =	1,210
Value notice paper - buff 8 1/2" x 11" 24# (5,000 sheets/carton)	25 @	55.00 =	1,375
Value notice paper - gray 8 1/2" x 11" 24# (5,000 sheets/carton)	28 @	55.00 =	1,540
Value notice paper - white 8 1/2" x 11" 24# (5,000 sheets/carton)	8 @	55.00 =	440
Value notice paper - salmon 8 1/2" x 11" 24# (5,000 sheets/carton)	2 @	55.00 =	110
Paper 8 1/2" x 11" 20# laser stock (5,000 sheets/carton)	480 @	31.00 =	14,880
Paper 8 1/2" x 14" 20# laser stock (5,000 sheets/carton)	15 @	41.00 =	615
Paper 11" x 17" 20# laser stock (5,000 sheets/carton)	4 @	40.00 =	160
Paper - 3 hole 8 1/2" x 11" 20# (5,000 sheets/carton)	3 @	135.00 =	405
Cans - compressed air	26 @	6.50 =	169
			\$ 28,164

**4035 UTILITIES:**

<b>Handley-Ederville headquarters</b>			
Electric (monthly)	12 @	4,400.00 =	52,800
Gas (monthly)	12 @	60.00 =	720
Water/sewer/storm water (monthly)	12 @	1,100.00 =	13,200
<b>Riverbend Warehouse</b>			



**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Comprehensive Budget Detail**

Electric (monthly)	12 @	20.00 =	240
			<b>\$ 66,960</b>

**4045 PRINTING**

***Residential Value Notice Envelopes:***

Residential Value Notice Envelopes ENV11	440,000 @	0.0200 =	8,800
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***BPP Value Notice Envelopes:***

BPP/Util/Mins Value Notice Envelopes ENV11	30,000 @	0.0190 =	570
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BPP/Util/Mins Value Notice Envelopes ENV13	60,000 @	0.0220 =	1,320
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***Commercial Value Notice Envelopes:***

Commercial Value Notice Envelopes ENV11	30,000 @	0.0200 =	600
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Commercial Value Notice Envelopes ENV12	5,000 @	0.0270 =	135
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***Miscellaneous Printing:***

Various	100,000 @	0.0350 =	3,500
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**\$ 14,925**

**4055 TELEPHONE:**

Phone Services	12 @	2,575.00 =	30,900
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Fiber Optic Services (2@300mbps)	12 @	2,800.00 =	33,600
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Broadband wireless services (mobile devices)	84 @	455.88 =	38,294
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**\$ 102,794**

**4060 JANITORIAL/BUILDING SERVICES/SUPPLIES:**

Dumpster (bi-weekly pickup/monthly billing)	12 @	177.60 =	2,131
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Paper products recycling (monthly net billing)	12 @	139.08 =	1,669
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Dumpster - special for warehouse cleanup	1 @	540.00 =	540
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Janitorial/building supplies	12 @	1,200.00 =	14,400
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AED Defibrillator (adult pads)	3 @	41.37 =	124
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AED Defibrillator (child pads)	3 @	170.20 =	511
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AED Defibrillator batteries	3 @	109.85 =	330
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**\$ 19,705**

**4065 HARDWARE RENTALS:**

Postage meter (annually)	1 @	540.00 =	540
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**\$ 540**

**4075 HARDWARE MAINTENANCE:**

Security/fire alarm monitoring (monthly)	12 @	41.00 =	492
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Security/fire alarm maintenance (annually)	1 @	1,500.00 =	1,500
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Telephone system/equipment maintenance (monthly)	12 @	1,333.33 =	16,000
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HVAC preventive maintenance (annual)	1 @	2000.00 =	2,000
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HVAC maintenance (annual)	1 @	1500.00 =	1,500
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Mailing equipment maintenance (monthly)	12 @	242.00 =	2,904
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Production Printers Maintenance (monthly)	12 @	875.00 =	10,500
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Quadient Folder/Inserter Maintenance (monthly)	12 @	402.00 =	4,824
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Letter Opener Maintenance	1 @	300.00 =	300
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Miscellaneous equipment/systems repairs/supplies			6,500
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**\$ 46,520**

**4100 DUES & SUBSCRIPTIONS:**

Network Solutions (Internet name registration)		=	150
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Sam's Wholesale for purchasing		=	45
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Texas Association of Appraisal Districts		=	3,000
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ONSOLVE - One Call Now Emer.Text Comm. Plan Renewal	1 @	2,178.00 =	2,178
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Direct TV subscription		=	876
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**\$ 6,249**

**5010 TRAVEL**

**PROPOSED 2022 BUDGET  
TARRANT APPRAISAL DISTRICT  
General Operations (9000)  
Comprehensive Budget Detail**

Local travel to retrieve supplies, move goods to storage etc.	500 @	0.545 =	273
Taxpayer Liason Training	535 @	0.545 =	292
			<b>\$ 565</b>
<b>5015 TRAINING:</b>			
Staff Training			\$ 2,500
Taxpayer Liason Training			\$ 125
			<b>\$ 2,625</b>
<b>5025 LEGAL &amp; LITIGATION EXPENSE:</b>			
Legal fees and other litigation costs			= 1,400,000
Fees for general counsel focusing on governmental law			= 40,000
			<b>= \$ 1,440,000</b>
<b>5035 ARBITRATION/ADMINISTRATIVE HEARING EXPENSE:</b>			
Arbitrator fees and other arbitration costs (per case)	27 @	450.00 =	12,150
Administrative hearing costs	1 @	2,500.00 =	2,500
			<b>\$ 14,650</b>
<b>5040 OTHER PROFESSIONAL SERVICES:</b>			
Appraisals - outside for litigation support			= 100,000
Capitalization Rate Study			= 12,000
Banking/depository services (RFP 2020)	12 @	25.00 =	300
Group insurance consulting services (monthly)	12 @	4,120.00 =	49,440
Grounds maintenance services (monthly)	12 @	575.00 =	6,900
Pest control services (annually)	1 @	901.00 =	901
Independent CPA audit			= 23,100
Group Insurance 125 Plan Renewal Study			= 250
IS Consulting Services			= 96,000
Actuarial Study of Retiree Benefits (Interim Study in 2022)	1 @	2,750.00 =	2,750
Managed Print Service (monthly)	12 @	2,760.00 =	33,120
Communications consulting services expenses			= 50,000
			<b>\$ 374,761</b>
<b>5060 INTEREST ON CAPITAL LEASES:</b>			
Great America Leasing (folder inserter)	1 @	100.00 =	100
Xerox lease (production printer)	12 @	177.00 =	2,124
			<b>\$ 2,124</b>
<b>6005 CONTINGENCIES:</b>			
Expenditure subject to Board pre-approval			<b>= \$ 100,000</b>
<b>6501 CAPITAL OUTLAY - FURNITURE &amp; EQUIPMENT:</b>			
N/A		@	= 0
			<b>\$ -</b>
<b>6502 CAPITAL LEASE PAYMENTS - PRINCIPAL:</b>			
Folder/Inserter (monthly)	12 @	175.00 =	2,100
Production Printer (monthly)	12 @	311.00 =	3,732
			<b>\$ 3,732</b>

**TARRANT APPRAISAL DISTRICT  
CAPITAL OUTLAY AND MAJOR PROJECTS  
PLANNING BUDGET - THROUGH YEAR 2026**

The information presented below represents both contractually-committed capital lease-purchase obligations (in the top tier) and projects entailing capital purchases and/or significant expenditures over a period of years (in the second tier). Of the six-year time frame shown, the first two years reflect monies spent or budgeted, and the final four years encompass preliminary cost forecasts for subsequent years.

	2021	2022	2023	2024	2025	2026
<b>Contracted</b>						
Aumentum Maintenance Fee	\$ 292,672	\$ 298,410	\$ 304,378	\$ 310,586	\$ 316,797	\$ 316,797 *
Mineral & Utility Appraisal	\$ 277,200	\$ 280,000	\$ 282,800	\$ 285,600	\$ 325,500	\$ 325,000 *
EagleView/Pictometry (aerial images)	\$ 347,506	\$ 347,506	\$ 347,506	\$ 347,506	\$ 365,000	\$ 365,000 *
<b>SUB-TOTAL</b>	<b>\$292,672</b>	<b>\$578,410</b>	<b>\$587,178</b>	<b>\$596,186</b>	<b>\$642,297</b>	<b>\$641,797</b>
<b>Multi-Year Projects/Proposed Purchases</b>						
Imaging hardware & software	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Computer hardware	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Geographic Information System (GIS)	\$ 42,278	\$ 42,278	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Production Printers	\$ -	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Managed Print Services	\$ 32,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Building-Equipment modifications/additions			\$ 400,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>SUB-TOTAL</b>	<b>\$ 152,778</b>	<b>\$ 161,778</b>	<b>\$ 562,500</b>	<b>\$ 412,500</b>	<b>\$ 412,500</b>	<b>\$ 399,000</b>
<b>TOTAL ALL</b>	<b>\$ 445,450</b>	<b>\$ 740,188</b>	<b>\$1,149,678</b>	<b>\$1,008,686</b>	<b>\$1,054,797</b>	<b>\$ 1,040,797</b>

\*estimated

**2022 (PROPOSED) BUDGET  
TARRANT APPRAISAL DISTRICT  
Salary Schedule**

GRADE	JOB TITLE	MINIMUM	MIDPOINT	MAXIMUM	AUTO ALLOWANCE
<b>Labor/Trades Group</b>					
3	Custodian	\$ 28,028	\$ 36,090	\$ 44,151	
4	Facilities Supervisor	\$ 42,767	\$ 59,824	\$ 76,881	\$ 3,000
<b>Clerical/General Office Group</b>					
6	General Clerk I	\$ 30,825	\$ 37,687	\$ 44,548	
7	Data Services Clerk I	\$ 32,156	\$ 40,895	\$ 49,634	
	Imaging Specialist I	\$ 32,156	\$ 40,895	\$ 49,634	
8	Research Clerk I	\$ 33,779	\$ 42,763	\$ 51,747	
9	General Clerk II	\$ 33,779	\$ 42,763	\$ 51,747	
10	Data Services Clerk II	\$ 37,627	\$ 47,741	\$ 57,854	
	Imaging Specialist II	\$ 37,627	\$ 47,741	\$ 57,854	
	Research Clerk II	\$ 37,627	\$ 47,741	\$ 57,854	
11	Senior Research Clerk	\$ 39,145	\$ 52,148	\$ 65,150	
12	Senior General Clerk	\$ 39,520	\$ 52,335	\$ 65,150	
13	Administrative Secretary	\$ 39,250	\$ 52,200	\$ 65,150	
	Senior Data Services Clerk	\$ 39,250	\$ 52,200	\$ 65,150	
	Senior Imaging Specialist	\$ 39,250	\$ 52,200	\$ 65,150	
	Special Districts Clerk	\$ 39,250	\$ 52,200	\$ 65,150	
14	Litigation Clerk	\$ 39,291	\$ 53,357	\$ 67,423	
	Lead Imaging Specialist	\$ 39,291	\$ 53,357	\$ 67,423	
	Mineral Clerk	\$ 39,292	\$ 53,358	\$ 67,424	
15	Executive Secretary	\$ 41,600	\$ 58,204	\$ 74,807	
16	Clerical Supervisor	\$ 50,211	\$ 63,463	\$ 76,714	
<b>Support Services Group</b>					
17	Exemptions Specialist I	\$ 33,488	\$ 41,405	\$ 49,322	
	Deed Records Specialist I	\$ 33,488	\$ 41,405	\$ 49,322	
	Customer Services Representative I	\$ 33,488	\$ 41,405	\$ 49,322	
18	Exemptions Specialist II	\$ 37,627	\$ 47,741	\$ 57,854	
	Deed Records Specialist II	\$ 37,627	\$ 47,741	\$ 57,854	
	Customer Services Representative II	\$ 37,627	\$ 47,741	\$ 57,854	
19	Senior Exemptions Specialist	\$ 38,043	\$ 49,834	\$ 61,624	
	Senior Deed Records Specialist	\$ 38,043	\$ 49,834	\$ 61,624	
	Senior Customer Services Representative	\$ 38,043	\$ 49,834	\$ 61,624	
	Senior Quality Assurance Specialist	\$ 38,043	\$ 49,834	\$ 61,624	
	Commercial Property Data Collector	\$ 38,043	\$ 48,481	\$ 61,624	\$ 8,000
20	Exemptions Supervisor	\$ 47,174	\$ 61,945	\$ 76,715	
	Deed Records Supervisor	\$ 47,174	\$ 61,945	\$ 76,715	
	Customer Services Supervisor	\$ 47,174	\$ 61,945	\$ 76,715	
	Appraisal Review Board Supervisor	\$ 47,174	\$ 61,945	\$ 76,715	
<b>Appraisal Group</b>					
21	Residential Valuation Technician	\$ 43,014	\$ 57,825	\$ 72,635	\$ 8,500
	Commercial Valuation Technician	\$ 43,014	\$ 57,825	\$ 72,635	\$ 8,500
	Business Personal Property Valuation Technician	\$ 43,014	\$ 57,825	\$ 72,635	\$ 8,500

**2022 (PROPOSED) BUDGET  
TARRANT APPRAISAL DISTRICT  
Salary Schedule**

GRADE	JOB TITLE	MINIMUM	MIDPOINT	MAXIMUM	AUTO ALLOWANCE
22	Residential Appraiser	\$ 47,320	\$ 62,535	\$ 77,750	\$ 8,500
	Commercial Appraiser	\$ 47,320	\$ 62,535	\$ 77,750	\$ 8,500
	Business Personal Property Appraiser	\$ 47,320	\$ 62,535	\$ 77,750	\$ 8,500
23	Senior Residential Appraiser	\$ 53,456	\$ 71,916	\$ 90,376	\$ 8,500
	Sr. Business Personal Property Appraiser	\$ 53,456	\$ 71,916	\$ 90,376	\$ 8,500
	Senior Commercial Appraiser	\$ 53,456	\$ 71,916	\$ 90,376	\$ 8,500
	Productivity Appraiser	\$ 53,456	\$ 71,916	\$ 90,376	\$ 8,500
24	Senior Productivity Appraiser	\$ 59,862	\$ 80,839	\$ 101,816	\$ 8,500
	Residential Valuation Analyst	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Commercial Properties Appraiser/Analyst	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Mineral Valuation Analyst	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Comm. Special Prop. Appraiser/Analyst	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Commercial Sales Research Specialist	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Sr. Business Personal Prop. Appraisal Specialist	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Business Personal Prop. Valuation Analyst	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Litigation Appraisal Specialist	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
	Business Personal Property Research Specialist	\$ 59,862	\$ 80,839	\$ 101,816	\$ 5,900
25	Sr. Commercial Sales Research Specialist	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Commercial Appraisal Specialist	\$ 67,038	\$ 86,957	\$ 114,583	\$ 4,498
	Regional Comm. Appraisal Supervisor	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Business Personal Property Appraisal Supervisor	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Sr. Special Comm. Properties Appraiser/Analyst	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Senior Litigation Appraisal Specialist	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Data Quality Supervisor	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Data Collection Supervisor	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	Data Research Supervisor	\$ 67,038	\$ 90,811	\$ 114,583	\$ 4,498
	26	Residential Division Manager	\$ 80,412	\$ 109,493	\$ 138,573
Residential Properties Research Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Business Personal Property Research Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Business Personal Property Appraisal Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Commercial Properties Research Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Commercial Appraisal Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Litigation Manager		\$ 80,412	\$ 109,493	\$ 138,573	\$ 4,498
Manager of ARB Operations		\$ 80,412	\$ 109,493	\$ 138,573	\$ 2,500
Manager of Support Services		\$ 80,412	\$ 109,493	\$ 138,573	\$ 2,500

**Information Systems Group**

27	CAD Operator I	\$ 28,785	\$ 37,914	\$ 47,043	
28	Geo-Data Specialist	\$ 32,184	\$ 42,390	\$ 52,595	
29	CAD Operator II	\$ 34,278	\$ 45,150	\$ 56,022	
	Quality Assurance Specialist	\$ 34,278	\$ 45,150	\$ 56,022	
30	Computer Operator I	\$ 35,358	\$ 46,571	\$ 57,784	
31	Senior Geo-Data Specialist	\$ 36,597	\$ 48,204	\$ 59,811	
	Senior CAD Operator	\$ 36,597	\$ 48,204	\$ 59,811	
32	GIS Specialist I	\$ 39,289	\$ 51,751	\$ 64,212	
33	Technical Support Specialist	\$ 45,547	\$ 59,994	\$ 74,441	
	Senior Quality Assurance Specialist	\$ 45,547	\$ 59,994	\$ 74,441	
34	Senior Operations Specialist	\$ 42,215	\$ 55,586	\$ 68,957	

**2022 (PROPOSED) BUDGET  
TARRANT APPRAISAL DISTRICT  
Salary Schedule**

GRADE	JOB TITLE	MINIMUM	MIDPOINT	MAXIMUM	AUTO ALLOWANCE
35	PC/Network Specialist	\$ 45,547	\$ 59,995	\$ 74,442	
36	GIS Specialist II	\$ 46,664	\$ 61,466	\$ 76,267	
37	Programmer/Analyst	\$ 48,708	\$ 65,351	\$ 81,994	
	Systems Support Technician	\$ 48,708	\$ 65,351	\$ 81,994	
	Senior GIS Specialist	\$ 48,708	\$ 65,351	\$ 81,994	
	Assistant Data Services Manager	\$ 48,708	\$ 65,351	\$ 81,994	
	Senior PC/Network Specialist	\$ 48,708	\$ 65,351	\$ 81,994	
	Quality Assurance Liason	\$ 48,708	\$ 65,351	\$ 81,994	
38	Lead Computer Operator	\$ 48,097	\$ 65,118	\$ 82,139	
39	Systems Programmer	\$ 57,050	\$ 79,805	\$ 102,560	
	Infrastructure Specialist	\$ 57,050	\$ 79,805	\$ 102,560	
	Sr. Systems Support Technician	\$ 57,050	\$ 79,805	\$ 102,560	
	Database Administrator	\$ 57,050	\$ 79,805	\$ 102,560	
40	Senior Programmer/Analyst	\$ 58,368	\$ 83,224	\$ 108,080	
	Visual Basic Programmer/Analyst	\$ 58,368	\$ 83,224	\$ 108,080	
	Mapping/GIS Manager	\$ 58,368	\$ 83,224	\$ 108,080	
41	Senior Systems Programmer	\$ 77,083	\$ 103,542	\$ 130,000	
	Applications Specialist	\$ 77,083	\$ 103,542	\$ 130,000	
	Data Services Coordinator	\$ 77,083	\$ 103,542	\$ 130,000	
	Technical Support Manager	\$ 77,083	\$ 103,542	\$ 130,000	
	Senior Infrastructure Specialist	\$ 77,083	\$ 103,542	\$ 130,000	
	Special Assistant to the Director	\$ 77,083	\$ 103,542	\$ 130,000	
	WEB/GIS Programmer	\$ 77,083	\$ 103,542	\$ 130,000	
42	Infrastructure & Operations Manager	\$ 78,897	\$ 112,491	\$ 146,084	
	Business Analysis & Programming Mgr.	\$ 78,897	\$ 112,491	\$ 146,084	
	Web Solutions Manager	\$ 78,897	\$ 112,491	\$ 146,084	
<b>Executive/Administrative Group</b>					
44	Office Services Specialist	\$ 25,542	\$ 32,841	\$ 40,139	
45	Senior Office Services Specialist	\$ 33,488	\$ 45,671	\$ 57,854	\$ 3,000
46	Executive Assistant	\$ 42,672	\$ 59,694	\$ 76,715	
47	Payroll/Education Coordinator	\$ 40,860	\$ 60,884	\$ 80,907	
	Purchasing Agent	\$ 40,860	\$ 60,884	\$ 80,907	
	Administrative Specialist	\$ 40,860	\$ 60,884	\$ 80,907	
	Finance Officer	\$ 40,860	\$ 60,884	\$ 80,907	
	Human Resources Benefit Administrator	\$ 40,860	\$ 60,884	\$ 80,907	
	Communication Specialist	\$ 40,860	\$ 60,884	\$ 80,907	
48	Director of Comm. and Special Appraisal	\$ 87,984	\$ 132,600	\$ 177,216	\$ 2,500
	Director of Business Personal Property	\$ 87,984	\$ 132,600	\$ 177,216	\$ 2,500
	Director of Residential Appraisal	\$ 87,984	\$ 132,600	\$ 177,216	\$ 2,500
	Director of Support Services	\$ 87,984	\$ 132,600	\$ 177,216	\$ 2,500
	Director of Information Systems	\$ 87,984	\$ 132,600	\$ 177,216	\$ 2,500
49	Director of Administration	\$ 96,782	\$ 145,111	\$ 193,440	\$ 2,500
NA	Executive Director / Chief Appraiser		Negotiated		\$ 9,500

**TARRANT APPRAISAL DISTRICT  
2022 PROPOSED BUDGET  
TAX ENTITY BUDGET ALLOCATIONS**

**Tax Unit Allocations are Based on 2020 September Values and 2020 Adopted Tax Rates.**

<b>TAX UNIT NAME</b>	<b>September 2020 Net Tax Value</b>	<b>2020 Tax Rate</b>	<b>Adjusted Levy</b>	<b>% of Tot Levy</b>	<b>Allocation Estimate</b>
Aledo ISD	\$ 341,715,007	1.479700	4,987,329.96	0.09249000	\$ 24,128.25
Arlington ISD	\$ 34,048,348,405	1.387100	452,994,048.73	8.40077131	\$ 2,191,543.74
Azle ISD	\$ 2,071,675,181	1.247400	24,053,764.21	0.44607688	\$ 116,369.91
Birdville ISD	\$ 12,315,438,481	1.380300	161,173,029.35	2.98895265	\$ 779,740.36
Burleson ISD	\$ 1,917,954,467	1.538300	28,419,621.57	0.52704167	\$ 137,491.53
Carroll ISD	\$ 9,918,550,627	1.286400	124,988,103.27	2.31790346	\$ 604,681.00
Castleberry ISD	\$ 1,009,854,532	1.241300	11,911,530.31	0.22089924	\$ 57,626.89
Crowley ISD	\$ 8,078,320,685	1.539800	120,946,482.91	2.24295164	\$ 585,128.01
Eagle Mtn-Saginaw ISD	\$ 11,632,247,778	1.496400	169,826,167.75	3.14942504	\$ 821,603.45
Everman ISD	\$ 1,768,325,557	1.370000	23,395,988.13	0.43387843	\$ 113,187.65
Fort Worth ISD	\$ 44,989,713,585	1.378400	591,054,120.06	10.96109432	\$ 2,859,465.73
Godley ISD	\$ 86,850,358	1.466400	1,208,674.65	0.02241486	\$ 5,847.46
Grapevine-Colleyville ISD	\$ 17,544,661,972	1.303100	221,771,913.16	4.11275850	\$ 1,072,912.21
H-E-B ISD	\$ 16,854,622,700	1.198000	193,633,263.95	3.59092746	\$ 936,780.01
Keller ISD	\$ 20,979,460,330	1.394700	284,401,648.22	5.27422648	\$ 1,375,909.14
Kennedale ISD	\$ 1,743,444,415	1.336400	22,335,181.16	0.41420577	\$ 108,055.56
Lake Worth ISD	\$ 1,187,431,721	1.510200	17,642,035.85	0.32717143	\$ 85,350.56
Lewisville ISD	\$ 336,634,521	1.347300	4,515,362.90	0.08373737	\$ 21,844.91
Mansfield ISD	\$ 15,616,980,549	1.446400	219,364,594.66	4.06811480	\$ 1,061,265.83
Northwest ISD	\$ 10,658,835,323	1.466300	154,311,042.34	2.86169715	\$ 746,542.70
White Settlement ISD	\$ 2,594,065,819	1.415900	35,478,513.93	0.65794878	\$ 171,641.80
City of Arlington	\$ 30,572,199,265	0.622500	184,723,727.42	3.42570017	\$ 893,676.48
City of Azle	\$ 891,515,386	0.657204	5,859,074.78	0.10865650	\$ 28,345.67
City of Bedford	\$ 4,977,505,263	0.569000	25,994,657.95	0.48207074	\$ 125,759.78
City of Benbrook	\$ 2,418,519,776	0.622500	14,455,882.61	0.26808424	\$ 69,936.24
City of Blue Mound	\$ 174,244,160	0.571000	974,234.15	0.01806717	\$ 4,713.26
City of Burleson	\$ 889,891,312	0.711100	6,079,605.12	0.11274623	\$ 29,412.57
City of Colleyville	\$ 6,061,741,036	0.304365	17,855,612.10	0.33113220	\$ 86,383.82
City of Crowley	\$ 1,312,741,414	0.699806	8,908,252.18	0.16520347	\$ 43,097.31
Dalworthington Gardens	\$ 394,835,905	0.636593	2,206,176.73	0.04091353	\$ 10,673.28
Edgecliff Village	\$ 272,355,212	0.272000	740,806.18	0.01373825	\$ 3,583.95
City of Euless	\$ 5,291,424,407	0.462500	23,844,928.88	0.44220403	\$ 115,359.58
City of Everman	\$ 258,688,561	1.149676	2,974,080.30	0.05515430	\$ 14,388.33
City of Flower Mound	\$ 332,864,461	0.436500	1,452,953.37	0.02694501	\$ 7,029.26
City of Forest Hill	\$ 676,117,612	0.997340	6,743,191.39	0.12505243	\$ 32,622.94
City of Fort Worth	\$ 79,241,608,335	0.747500	583,278,818.30	10.81690141	\$ 2,821,849.53
City of Grand Prairie	\$ 8,538,734,366	0.669998	56,641,635.48	1.05041871	\$ 274,027.05
City of Grapevine	\$ 10,182,221,658	0.282601	28,775,060.23	0.53363328	\$ 139,211.11
Haltom City	\$ 2,851,188,993	0.665760	18,362,976.84	0.34054127	\$ 88,838.40
City of Haslet	\$ 1,015,065,344	0.249972	2,526,445.14	0.04685291	\$ 12,222.71
City of Hurst	\$ 3,578,985,298	0.625159	20,973,198.70	0.38894782	\$ 101,466.42
City of Keller	\$ 6,274,086,085	0.395	24,398,282.04	0.45246596	\$ 118,036.65
City of Kennedale	\$ 847,156,659	0.774085	6,557,712.62	0.12161273	\$ 31,725.61
Town of Lakeside	\$ 164,024,336	0.406300	666,430.88	0.01235896	\$ 3,224.13
City of Lake Worth	\$ 559,030,641	0.469212	2,623,038.85	0.04864424	\$ 12,690.02
City of Mansfield	\$ 7,315,175,172	0.690000	49,767,820.69	0.92294387	\$ 240,772.16
City of North Richland Hills	\$ 6,518,371,953	0.575700	35,807,100.33	0.66404241	\$ 173,231.47
Town of Pantego	\$ 370,838,194	0.420000	1,557,520.41	0.02888420	\$ 7,535.14
City of Pelican Bay	\$ 62,789,525	0.898499	564,163.25	0.01046240	\$ 2,729.37
City of Reno	\$ 7,622,958	0.520000	39,639.38	0.00073511	\$ 191.77
City of Richland Hills	\$ 722,866,564	0.558551	3,802,080.42	0.07050955	\$ 18,394.12
City of River Oaks	\$ 393,644,987	0.697374	2,645,935.79	0.04906886	\$ 12,800.80
City of Roanoke	\$ 135,748,804	0.375120	509,220.91	0.00944350	\$ 2,463.56
City of Saginaw	\$ 2,271,699,703	0.461579	10,485,688.77	0.19445702	\$ 50,728.80
City of Sansom Park	\$ 203,605,567	0.718850	1,407,405.62	0.02610033	\$ 6,808.90
City of Southlake	\$ 8,429,816,710	0.405000	33,985,197.68	0.63025524	\$ 164,417.27

Town of Trophy Club	\$	148,844,325	0.446442	649,492.58	0.01204484	\$	<b>3,142.19</b>
City of Watauga	\$	1,632,765,456	0.580404	9,035,586.02	0.16756488	\$	<b>43,713.34</b>
Town of Westover Hills	\$	550,989,570	0.447000	2,462,923.38	0.04567490	\$	<b>11,915.40</b>
Westworth Village	\$	384,665,231	0.475000	1,827,159.85	0.03388467	\$	<b>8,839.63</b>
City of White Settlement	\$	1,052,129,767	0.746200	7,850,992.32	0.14559659	\$	<b>37,982.38</b>
Tarrant County	\$	219,815,423,258	0.234000	501,291,495.42	9.29644711	\$	<b>2,425,202.37</b>
Tarrant County Hospital District	\$	220,218,884,226	0.224429	494,235,039.68	9.16558519	\$	<b>2,391,063.88</b>
Tarrant County College District	\$	221,657,906,825	0.130170	280,912,114.31	5.20951310	\$	<b>1,359,027.09</b>
Tarrant Regional Water District	\$	81,704,564,343	0.0287	23,449,209.97	0.43486543	\$	<b>113,445.13</b>
Emergency Services District #1	\$	6,862,977,914	0.0819	5,620,778.91	0.1042373	\$	<b>27,192.81</b>
Trophy Club MUD #1	\$	530,543,904	0.107740	571,608.00	0.01060047	\$	<b>2,765.39</b>
Live Oak Creek MUD	\$	129,545,159	1.000000	1,295,451.59	0.02402414	\$	<b>6,267.28</b>
Viridian Mgmt District	\$	839,747,211	0.448100	3,762,907.25	0.06978309	\$	<b>18,204.60</b>
Westlake	\$	1,636,104,012	0.167880	2,687,052.42	0.04983137	\$	<b>12,999.71</b>
Far North Fort Worth MUD #1	\$	3,837,482	1.000000	38,374.82	0.00071166	\$	<b>185.65</b>
				5,392,291,159.08	100.00000	\$	<b>26,087,411</b>



**Action item 6(a)(1):**

**DELIBERATION AND ACTION REGARDING APPROVAL OF THE MINUTES FROM THE  
JUNE 11, 2021 BOARD MEETING**

**Tarrant Appraisal District  
Board of Directors Meeting Minutes  
June 11, 2021**

Due to health and safety concerns related to the COVID-19 epidemic, the June 11, 2021, meeting accommodated attendance of members of the Board and participation by the public either in person or by telephone conference call. Doing so was in accordance with the Texas Open Meeting Act; suspensions of certain requirements of the Act announced by the Office of the Governor on March 16, 2020, that remain in effect; and applicable directives and guidance from the Governor since the state of disaster was first declared on March 13, 2020, and was most recently on July 29, 2021, extended for 30 days. A quorum of members of the Board attended in person at Tarrant Appraisal District offices.

These Minutes are a summary of only the subjects of the Board addressed and the actions it took. For details, see the Agenda, complete Agenda Packet, and full Audio Recording of the June 11, 2021, meeting that are posted on Tarrant Appraisal District's website at this URL:

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

Times noted in parentheses below refer to that Audio Recording and are approximate.

**Members present:**

Ms. Kathryn Wilemon, Chairman

Mr. Rich DeOtte, Secretary

Ms. Wendy Burgess (left meeting at approx. 1:28:39)

Mr. Gary Losada

Mr. J. R. Martinez

Mr. Tony Pompa (joined meeting at approx. 0:10:00; left meeting at 3:48:22)

**Also participating:**

Mr. Jeff Law, Chief Appraiser

Ms. Catherine Alder, District's attorney

Ms. Wilemon called the meeting to order; Mr. Law verified the present of a quorum and the timely posting of notice of the meeting; Pastor Todd Campbell delivered the invocation and led the pledges of allegiance. The Board then took up the following Agenda items:

**4. Recognize Visitors; Hear Public Comments (starts at 0:03:35)**

The Board recognized and/or heard comments from Mr. Daniel Joe Bennett (starts at 0:04:59); District's attorneys Mr. David Tabor, Mr. Chris Jackson, Mr.

Peter Smith, and Mr. Braden Metcalf to join meeting later (*starts at 0:09:25*); Mr. Kurt Myers (*starts at 0:10:53*); Mr. Keith Ellis and Mr. Kent Allison (*starts at 0:10:59*); and Mr. Chandler Crouch (*starts at 0:11:43*)

**5. Action Items** (*starts at 0:17:45*)

- a. Consideration and action regarding approval of the minutes from June 3, 2021 budget workshop meeting. (*starts at 0:17:45*)

Mr. DeOtte moved to approve; Mr. Pompa seconded; and the motion carried unanimously.

- b. Review and approve professional service agreements, billing agreements in an amount exceeding \$50,000 on an annual basis or that exceed or are expected to exceed \$50,000 on an annual basis. Based on 2020 total payments, 2021 projected total payments and projected total payments in the proposed 2022 budget. The following payees fit or fall just under these criteria. (Starting at 0:19:00)

- Ardent Creative, Inc.
- Aumentum Technologies, a Division of Manatron, Inc.(end user license agreements)
- Aumentum Technologies, a Division of Manatron, Inc. (maintenance escrow)
- Catherine Jane Alder, P.C.
- CoStar Realty Information, Inc.
- Frost Insurance Agency, Inc.
- Kurt Myers, previously also J.K. Consulting, LLC
- Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
- Perdue, Brandon, Fielder, Collins & Mott, L.L.P.
- Pictometry International Corp.
- Pritchard & Abbott, Inc.
- Tarrant County
- Trepp, LLC

(*starts at 0:19:05*)

Mr. Losada moved that we not continue the relationship with Ms. Alder as it's currently structured and on the guaranteed minimum salary of \$32,370 a month. Mr. DeOtte seconded. (*starts at 2:26:26*)

Mr. Losada amends his motion to say: Effective July 30, 2021, the billing agreement arrangement with Ms. Alder will cease to exist. (*starts at 3:04:20*)

Mr. Losada restated: My motion is that we discontinue the current billing agreement with Catherine Alder effective immediately. (*starts at 3:12:59*) Mr. Losada again restated again, in substantially the same wording, as an

amendment of his motion. (*starts at 3:14:46*) Mr. DeOtte seconded. Mr. DeOtte and Mr. Losada voted for; Mr. Pompa, Mr. Martinez, and Ms. Wilemon voted against; and the motion failed. (*starts at 3:15:40*)

Mr. DeOtte moved that the Alder billing agreement be put on the next agenda on August 13 to vote on a new billing agreement, including scope and fee arrangement. (*starts at 3:15:58*) Mr. Losada seconded. The motion passed unanimously. (*starts at 3:22:51*)

Mr. DeOtte moved to authorize the billing agreements with the Perdue firm and the Nichols firm to continue. (*starts at 3:25*) Mr. Pompa seconded. The motion passed unanimously. (*starts at 3:25:19*)

The Board recessed (*starts at 3:26:35*) and reconvened (*at 3:27:40*). Mr. Pompa later left the meeting (*at 3:48:22*) but the meeting continued with a quorum present.

Mr. Martinez moved to approve the Kurt Meyers agreement; Mr. DeOtte seconded; and the motion passed unanimously. (*starts at 4:03:07*)

- c. Consideration and action regarding adding or modifying the following items in the proposed 2022 budget to be delivered to taxing units before June 15 (*starts at 4:03:48*)

- i. Legal fees and other litigation costs

Mr. DeOtte moved to go to \$1.25 million for legal fees and other litigation costs and that if we spend more than that we pull it out of reserves. Mr. Losada seconded. (*starts at 4:16:49*) Mr. DeOtte and Mr. Losada voted for; Mr. Martinez and Ms. Wilemon voted against; and the motion failed. (*starts at 4:18:42*)

Mr. Losada moved that legal fees and other litigation costs for the preliminary budget be set at \$1.25 million. (*starts at 4:18:56*) There being no second, the motion failed.

Mr. DeOtte moved that we accept the \$1.4 million for legal fees and litigation costs. Mr. Martinez seconded. Mr. DeOtte, Mr. Martinez, and Ms. Wilemon voted for; Mr. Losada voted against; and the motion carried. (*starts at 4:21:10*)

- ii. Fees for general counsel focusing on governmental law (*starts at 4:07*)

Mr. DeOtte moved to tentatively put a line in the proposed 2022 budget to be delivered to the taxing units before June 15 of \$40K for fees for

general counsel focusing on governmental law; Mr. Losada seconded; and the motion carried unanimously. (starts at 4:08:40)

iii. Communications consulting services expenses (*starts at 4:11*)

Ms. Wilemon moved to tentatively put a line in the proposed 2022 budget to be delivered to the taxing units before June 15 of \$50K for starting fees for communications consulting services expenses; Mr. DeOtte seconded; and the motion carried unanimously. (*starts at 4:11:57*)

**6. Discussion Items** (*starts at 4:23:34*)

- a. Discussion regarding TAD interaction with tax agents and other TAD agent concerns

**7. Information Items** (*starts at 4:33:24*)

- a. Report by Taxpayer Liaison Officer (*starts at 4:33:40*)
- b. Report by ARB Chairman (*starts at 4:35:18*)
- c. Report by Chief Appraiser (*starts at 4:45:34*)
  - i. Report on 2021 appraisal notice mailing
  - ii. Report on 2021 preliminary taxable values

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

Mr. DeOtte moved to adjourn but withdrew the motion. (*starts at 4:25:43*)

Mr. DeOtte moved to adjourn; Mr. Martinez seconded; and with unanimous approval the meeting adjourned. (*starts at 4:47:16*)

**Action Item 6(a)(2):**

**DELIBERATE ON PROPOSED BUDGET AND APPROVE FY 2022 TARRANT APPRAISAL DISTRICT BUDGET**

A Budget workshop was held on June 3, 2021. Following input and discussion by the District's Board of Directors, a proposed budget was produced and submitted to the tax entities that participate in the financing of the District June 14, 2021 prior to the June 15<sup>th</sup> deadline for this action. See Section 6.06(a) of the Property Tax Code.

As required by Section 6.062, a public hearing notice was timely published to furnish the general public with summary information concerning TAD's proposed FY 2022 Budget and the date, time, and location of the public hearing. In compliance with Section 6.06 (b), the presiding officers of all the taxing units which financially support the district (plus, as applicable, their city managers and school superintendents) have been provided with copies of the proposed budget and notification of the budget public hearing.

**A summary of the proposed 2022 Tarrant Appraisal District budget is as follows:**

Salaries and Employee Benefits	\$20,462,557
Materials & Supplies	2,813,103
Professional Services	3,198,506
Facilities	201,219
Capital Outlay & Contingency	<u>114,732</u>
<b>TOTAL PROPOSED 2022 BUDGET</b>	<b>\$26,790,117</b>

**The number of employees to be compensated under the proposed budget is 212 which is an increase of 1 employee over the current budget.**

**A 3% pool for merit pay is included in the proposed budget.**

***The increase from the current year's budget is \$1,197,430 which represents a 4.68% increase over the FY 2021 budget.***

Subject to input received during the public hearing and specific amendments made by the TAD Board, the proposed FY 2022 TAD Budget could be adjusted either upward or downward or left as proposed. In any case, the budget must be finally approved before September 15, 2021 to comply with the deadline established by the Property Tax Code.

*Additional copies of the proposed FY 2022 TAD Budget will be available at the public hearing.*

**Staff Recommendation:**

**Approve and adopt the FY 2022 TAD Budget as proposed or amended.**

**Action Item 6(a)(3):**

**DELIBERATE STAFF RECOMMENDATION FOR MEDICAL BENEFITS FOR RETIREES AND AUTHORIZE AWARD CONTRACT FOR RETIREE GROUP MEDICAL SUPPLEMENTAL INSURANCE FOR 2022**

**Background on retiree medical benefits:**

- 1) The Board each year makes a determination whether or not to provide a medical benefit to its retirees. In this context, “retirees” means those who terminate employment with TAD while participating in, vested in, and eligible for retirement benefits under the terms of Texas County and District Retirement System. Since TAD first provided such benefits in 1989, providing medical benefits for retirees has required annual approval by the Board.
- 2) Currently, TAD has two categories of retirees: those who retire at age 65 or older and those “early retirees” who retire before reaching age 65.
- 3) TAD’s providing medical benefits for retirees has been premised on the assumption that those who retire at age 65 or older will be eligible for Medicare benefits.
- 4) For those who retire at age 65 or older, TAD makes available and pays part of the cost of a “Medicare supplement” insurance plan. In the early years of providing such insurance, the Board determined that it would make a monthly cash payment directly to those who were not eligible under the insurance plan because they lived outside its coverage area, with the payment equal to what TAD would pay on their behalf if they lived in the coverage area. Doing so was premised on the assumption that such retirees would use the payment to purchase their own “Medicare supplement” or similar insurance plan. The option of receiving such direct cash payment was subsequently offered to any retiree age 65 or older.
- 5) Early retirees may choose to continue to participate, until they reach age 65, in the medical insurance coverages that TAD makes available to its then current active employees but must pay the full cost of the coverage for their (and their spouses if such coverage is elected) without any financial contribution from TAD. When an early retiree reaches age 65, he or she becomes eligible to take advantage of any “Medicare supplement” or similar insurance plan or the monthly cash payment that TAD then makes available to those who retire at age 65 or older.
- 6) With the cost of “Medicare supplement” insurance plans rising and the issue of reducing governmental bodies’ unfunded liabilities coming into sharper focus, the Board elected in 2013 to “cap” at \$150.00 per month the amount that TAD would pay toward the premium of such insurance or pay directly to retirees in lieu of such insurance. As a result, since 2013 retirees must pay any amounts over that \$150.00 per month.
- 7) At present in 2021, we have **77** active retirees.

- 8) For FY 2021, those retirees selecting the provided United Healthcare supplemental policy pay \$12.35 in additional monthly premium above the \$150.00 cap as the monthly cost of premium for 2021 is currently \$162.35. If the retiree elects to include a spouse, the retiree pays the entire \$162.35 for the spouse's monthly premium.

**Contract award for retiree group medical insurance for 2022:**

A request for proposals was prepared and distributed soliciting bids for the supplemental policy for 2022. From a marketing standpoint, we broadly advertised the offering and specifically approached Humana, United Health Care (UHC), Aetna and Blue Cross/Blue Shield of Texas (BCBSTX). We received the following responses:

- UHC provided a proposal
- BCBSTX provided a proposal
- Aetna declined to provide a proposal
- Humana declined to provide a proposal

The carriers that declined noted that the small group size was material to their decision not to provide a proposal. Aetna requires a group size of 100 eligible retirees to provide a proposal. Humana declined to quote due to not meeting the 50% participation requirement.

For the 2022 renewal of this supplement, United Healthcare, the current provider, proposes renewal with a premium decrease of \$3.25 per month for a monthly premium of **\$159.10 per month**. That proposed decrease would require retirees to pay a reduced \$9.10 per month (rather than the current \$12.35) over the capped premium paid by TAD for a total of \$109.20 per year for this coverage (rather than the current \$148.20).

The proposed monthly premium quoted by BCBSTX for a competing policy with equal benefits would cost **\$120.30 per month**. The BCBSTX premium would be \$42.05 less per month than the current United Healthcare premium. Because the premium quoted is below the \$150 capped monthly rate, retirees would not pay anything in additional monthly premiums. Retirees would pay the entire \$120.30 premium for spouses.

Funds are budgeted (based on a \$150.00 capped monthly premium rate) in TAD's proposed FY 2022 Budget to cover the retiree benefits and insurance premiums, at an **estimated total cost of \$171,000**.

**Staff Recommendation:**

- **Authorize TAD to provide medical benefits to those who retire at age 65 or older as described generally in Paragraph 4 above,**
- **Authorize TAD to provide medical benefits to early retirees as described generally in Paragraph 5 above;**
- **Authorize the "cap" on payments by TAD described in Paragraph 6 above; and**
- **Award contract for retiree medical insurance in 2022 to Blue Cross/Blue Shield of Texas with a rate of \$120.30 per month.**
- **Authorize Chief Appraiser/Executive Director and/or Director of Administration to execute all documents necessary to implement these actions.**



**Action Item 6(a)(4):**

**DELIBERATE STAFF RECOMMENDATION AND AUTHORIZE CHIEF APPRAISER TO EXECUTE INTERLOCAL AGREEMENT RENEWAL BETWEEN TARRANT COUNTY AND THE TARRANT APPRAISAL DISTRICT FOR SHERIFF'S DEPARTMENT SECURITY SERVICES**

On September 8, 2020, with Board approval, TAD entered into an extension of an interlocal agreement for security services.

The agreement provides for one Sheriff Deputy to be assigned for on-site security of TAD's property, employees and customers. The agreement provides security during regular work hours of 8:00 to 5:00 Monday through Friday excluding holidays. The agreement does not provide coverage for extended business hours or business days (weekends). The District included additional funds in the 2022 budget for weekend security, extended hour coverage and funds for an additional officer on as needed basis. The additional amount is \$30,000.

The current agreement covered the twelve months from October 1, 2020 through September 30, 2021. The proposed extension will cover October 1, 2021 through September 30, 2022, aligning the agreement to the County's next full fiscal year, at a total cost of \$112,800.00.

**Staff Recommendation:**

**Authorize execution of Interlocal Agreement Renewal Between Tarrant County and the Tarrant Appraisal District for Sheriff's Department Security Services**

*Funds are included in the FY 2021 Budget and in the Proposed FY 2022 Budget*

<b>STATE OF TEXAS</b>	<b>§</b>	<b>INTERLOCAL AGREEMENT RENEWAL</b>
	<b>§</b>	<b>BETWEEN TARRANT COUNTY AND</b>
	<b>§</b>	<b>THE TARRANT APPRAISAL DISTRICT</b>
	<b>§</b>	<b>FOR SHERIFF'S DEPARTMENT</b>
<b>COUNTY OF TARRANT</b>	<b>§</b>	<b>SECURITY SERVICES</b>

**WHEREAS**, this Agreement for the provision of security services to be provided by the County of Tarrant (COUNTY) to the Tarrant Appraisal District (DISTRICT) is made under the authority of Chapter 791, Texas Government Code; and

**WHEREAS**, the COUNTY and the DISTRICT entered into an Interlocal Agreement originally on February 25, 2020 (C.O. #132214); and

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

**WHEREAS**, each governing body finds that the subject of this Agreement is necessary for the benefit of the public and that each has the legal authority to perform and to provide the governmental function or service which is the subject matter of this Agreement; and

**WHEREAS**, each governing body finds that the performance of this Agreement is in the common interest of both parties and that the division of costs fairly compensates the performing party for the services or functions under this agreement;

**NOW, THEREFORE**, the COUNTY, acting by and through its governing body, and the DISTRICT, acting by and through its governing body, agree to extend the Interlocal Agreement (C.O. #132214), and all the other terms and conditions outlined for Security Services, by amending Section 3 of said Agreement to read as follows:

DISTRICT agrees to pay the sum of \$112,800.00 to the COUNTY for the Security Services for the period beginning October 1, 2021 and ending September 30, 2022. Payments to the COUNTY will be paid in monthly installments of \$9,400.00 beginning with the date of execution of this Agreement by both parties.

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Court Order \_\_\_\_\_

**COUNTY OF TARRANT  
STATE OF TEXAS**

**TARRANT APPRAISAL DISTRICT**

\_\_\_\_\_  
B. Glen Whitley  
County Judge

\_\_\_\_\_  
Jeff Law  
Chief Appraiser

\_\_\_\_\_  
Bill Waybourn  
Sheriff

APPROVED AS TO FORM:

\_\_\_\_\_  
Criminal District Attorney's Office\*

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

<b>Tarrant Appraisal District FY 2022</b>		<b>Rates</b>	<b>1 Deputy 5 days/week</b>
Base Salary -- Grade 53	Avg. salary		\$70,951.39
Holiday Pay	# of Holidays	12	3,274.56
Longvity Pay	Avg.	1,500.00	1,500.00
Total Salaries			\$75,725.95
Fringe Benefits			
Retirement	Rate	19.50%	14,766.56
FICA	Rate	7.65%	5,793.04
Worker's Comp.	Per \$100 avg. salary	\$4.55	3,228.29
Group Medical	Per month rate	\$1,000.00	12,000.00
Certification Pay	Per month rate	\$50.00	600.00
Uniform Allowance	Per month rate	\$32.00	384.00
Clothing	Annual rate	\$300.00	300.00
<b>Total Salary and Benefits Per Deputy</b>			\$112,797.84
Annual Personnel Cost	# of positions	1	<u>\$112,797.84</u>
		<b>Monthly</b>	<b>\$9,400.00</b>
		<b>Annual</b>	<b>\$112,800.00</b>

**Notes:**

- 1) Average salary as of June 2021 of all patrol deputies plus projected salary adjustments.
- 2) Does not include costs for dispatch services, calls for service/patrol services after contract hours, investigative services, administrative overhead, etc. In other words, the costs shown are the incremental cost of service rather than a proportional cost of service.

## **Action Item 6(b):**

### **DELIBERATE AND ACT ON PURCHASE OF PROFESSIONAL CONSULTING SERVICES AND CONVERSION TO NEW DOCUMENT IMAGING SOLUTION**

#### **Background**

In September 1995, Tarrant Appraisal District implemented an imaging solution to support and improve existing work processes and workflow in the Business Personal Property Division.

The product selected would eventually be branded as IBM Content Manager.

In March 1996, an imaging application was created to automate and streamline some rendition processes for Business Personal Property that was previously a manual operation. The rendition application encompassed the capturing of document images, integration with existing mainframe data and programs, and automated workflow processes including priority routing. The initial system installation included a base AS/400 server, 2 scanning workstations, 6 viewing workstations and a networked printer. The original AS/400 was minimally-sized to allow less custom configuration and lower the cost for initial implementation and to ensure that software/hardware/workflow expectations were met.

Based on the success of the Business Personal Property rendition imaging application, TAD expanded user capacity for business personal property staff and pursued the implementation of imaging technology to support additional processes. The imaging platform was upgraded in 1999 to allow for the additional processes. Since that time, exemption imaging, ownership record processing and value notice components have been designed and deployed utilizing the imaging solution.

Since the initial deployment, TAD has upgraded and added hardware on numerous occasions to facilitate changing requirements.

TAD instituted a major upgrade to the imaging solution operating system in 2010.

In September of 2016, IBM announces “end of support” for IBM Content Manager for TAD’s Current i5/OS Version 7.1.

Because so many other industries had large investments in the operation of and major parts of their business operations committed to IBM Content Manager, IBM prolonged some support for the product, but did not continue to upgrade the product. As a result of that decision by IBM, TAD has been able to continue using IBM Content Manager successfully in our operation.

However, other software providers, such as Microsoft, have not designed their updates to fully function in the IBM Content Manager product.

Decisions like Microsoft’s now make it imperative that TAD move away from IBM Content Manager to a more stable and current product designed to be viable for the long term.

## **Moving Forward**

TAD issued a request for proposals for imaging system conversion on June 14, 2021. Proposals were advertised twice broadly and the RFP and answers to potential vendors questions were posted at TAD.org.

TAD proposes the purchase of software and professional consulting services to convert/migrate the existing IBM Content Manager product to a new 'Document Imaging System' on TAD's iSeries/POWER8 hardware platform.

TAD's goal is to replace our legacy IBM Content Manager Document Imaging System (IBM product code 5722-VI1) with a more robust and feature driven solution that will run on our current IBM iSeries/POWER 8 platform.

The new solution's ability to run initially on the IBM iSeries/Power8 platform is a mandatory requirement. Current hardware rack configuration and installed system software documentation will be included with this RFP. Presentation of possible future migration to a Windows or Cloud Based solutions are welcomed.

The installation, configuration, implementation, and end user training, and final interoperability testing is targeted for completion by December 31, 2021, with a 3-month contingency for formal migration to the production environment. A formal project charter was developed and ratified internally in June 2021. The appropriate number of pre-installation meetings/conversation with vendor and TAD technical personnel will be held as required, either on-site or remotely via teleconference. The project will be considered complete after the Document Imaging System has been fully functional for a period of one month following the completion of the project deliverables from the SOW. Vendors have acknowledged in their proposal that they are aware of this deadline and can meet this requirement.

Vendor must provide an ongoing annual Software Technical Support and Maintenance Agreement. At a minimum, this will include 8-5 M-F (C.S.T) Telephone and Email support. Solution software upgrades, fixes, patches must also be included in the Maintenance Agreement. Funds for on-going maintenance are provided in the 2022 budget.

TAD requires maintenance for at least one year and encourages vendor to provide optional coverage of three-year and optional five-year time periods. TAD will decide which timeframe to select upon evaluation of proposals. Three-year and five-year maintenance agreements must be billed annually.

The deadline for bid submission was July 6, 2021, before 2:00 p.m.

Two vendors submitted proposals and one vendor declined to bid. The vendors that submitted proposals are Global Solutions Group, Incorporated and Real Vision Software, Incorporated. The "no-bid" was received from HelpSystems.

The two Vendors that provided responses to the RFP have been deemed to be compliant bids. TAD departmental stakeholders were engaged and demonstrations were arranged with the two compliant bidders.

In addition to the review of the submissions, in person demonstrations were scheduled with both of the finalists and those were scheduled to take place on August 4<sup>th</sup> and August 8th

The following criteria and weights were used in evaluating timely received proposals:

- Cost – 40%
- Relevant vendor experience/credentials – 20%
- Customer references – 10%
- Product demonstration on-site – 10%
- Future product strategy direction – 10%
- Backout strategy – 5%
- Training services – 5%

**Staff Recommendation:**

- 1) Authorize staff to negotiate and the Chief Appraiser/Executive Director and/or Director of Administration execute an agreement for purchase of software and professional services for this Document imaging System project to convert the document imaging solution in an amount not to exceed \$72,000**
- 2) Authorize transfer of an amount not to exceed \$72,000 from the Technology Committed Fund to the General Fund; and**
- 3) Authorize TAD to pay Vendor a negotiated amount not to exceed \$72,000.**
- 4) Authorize staff to negotiate and the Chief Appraiser/Executive Director and/or Director of Administration execute an annual support agreement(s) with Vendor in an amount not to exceed \$38,000 annually beginning in 2022**

Funds for these items are included and approved in the Technology Committed Fund and future maintenance cost is included in the proposed 2023 budget.

**Action Item 6(c):**

**DELIBERATE AND ACT ON NEW BILLING AGREEMENT, INCLUDING SCOPE AND FEE ARRANGEMENT WITH CATHERINE JANE ALDER, P.C.**



**Discussion Item 7(a):**

**DISCUSSION REGARDING POTENTIAL ENHANCED HEALTH INSURANCE BENEFITS  
INCENTIVE FOR QUALIFIED RETIREES PRIOR TO AGE 65**