

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TX 78130
JEFFREY J. BOOKER, RPA
CHIEF APPRAISER

BOARD OF DIRECTORS MEETING MAY 8, 2023

The Board of Directors of Comal Appraisal District met at the appraisal district office located at 900 S. Seguin Avenue, New Braunfels, TX. Members present were Eric Couch, Douglas Miller II, Nancy Pappas, John Tyler and Kristen Hoyt. Others present were Jeffrey J. Booker, Tanner Jones, Ryan Dow, John Cox, Larry Hermance, and Pam Krause.

Mr. Tyler called the meeting to order at 12:42pm p.m. by stating, "This meeting is being held in open session in accordance with Chapter 551 of the Texas Government Code and business as conducted by the Board will be done so in open session."

The Pledges of Allegiance to the American and Texas flags were recited. Pam Krause led the prayer.

1. CITIZENS COMMUNICATIONS

No one wished to speak.

2. TAX CODE SECTION 6.15 COMMUNICATION

Mr. Howell will be resigning from the Board of Directors for personal reasons. Mr. Booker explained the process going forward.

3. CONSIDERATION AND/OR ACTION APPROVING CONTRACT WITH GEORGE E. SANSOUCY OF SANSOUCY ASSOCIATES, FOR PROFESSIONAL APPRAISAL SERVICES IN SUPPORT OF LITIGATION

Mr. Booker stated that he met with the entities and received their input. He stated that it was Board discretion and if approved he would return the contract to Low Swinney Evans & James, PLLC and get the ball rolling. He stated that he received good input from the entities supporting obtaining these services. Mr. Couch agreed that the entities were on board.

4. PRESENTATION OF 2024 PRELIMINARY BUDGET AND BUDGET WORKSHOP

Mr. Booker stated that he could be as specific as the Board would like with regard to the budget. Mr. Tyler asked to do the general overview and the Board could ask specific questions when necessary.

Mr. Booker review the rollup sheet as follows:

7099 Employee Expenses: Went down \$173,615.85 or 4.73% by eliminating an as needed Data Entry Position but is asking for additional software for PACS Mobile to help employees in the field to be more accurate and decrease the need for additional employees. He added that he was keeping the additional as needed Customer Service and Appraiser Positions that the Board approved last year.

7400 Education: Went up \$3500.00 for the new staff that would need additional training.

7500 Dues and Subscriptions: Went down \$3,000 due to a marginal over budgeting last year

7800 Capital Expenses: Went down \$10,350.00 due to being able to drop the cost for server storage budgeted last year and removed equipment cost for the eliminated employee positions. He clarified that over all the line item went down but there is also \$14,000 included for 10 iPads that would be used for field work and linked to our system.

8200 Postage: Went up \$13,000 trying to anticipate protest season needs.

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8500 Data Processing: Went down \$7,000 due to Adobe licenses not needed to be budgeted again this year.

8600 Contract Services: Went up \$467,500.00 which \$100,000 of that was the expert witness contract just approved and the additional rate increase by our law firm of 17%. Additionally, there is Just Appraise software budgeted at \$60,000 (\$52,000 + \$8,000 for possible support services) which would help in deed processing to free up time of two staff in order to do projects that have been put off previously. Mr. Booker stated that Guadalupe and Hays are both using this software with great success. Mr. Booker stated that the CAMA System increase is for PACS Mobile. He added that the District had this when it first came out but at that time it was just a glorified camera. He said there had been much improvements and that Team Leader Sami Paradeaux had used them in her previous District with great success. He stated that all of the field data will be greatly more efficient. Total initial set up is \$119,000 total with all categories but future years will be approximately \$62,000 going forward. Mr. Booker stated this would greatly improve efficiency and accuracy.

8700 Insurance/Bonding/Work Comp: Went down \$3,300

8900 Appraisal Review Board: Went up \$43,000 due to scheduling with Mr. Cox 10 ARB members for 78 days(3 full panels), and 7 ARB members for 12 days(2 full panels). The Taxpayer Liaison Officer is scheduled for the same number of days as the ARB plus an additional 32 days to come in one day per week outside protest season to return emails and phone calls.

The Board asked many clarifying questions and Mr. Booker, Mr. Jones and Mr. Dow all answered questions. Mr. Tyler did ask Mr. Booker to take a look at the TLO compensation.

5. CLOSED EXECUTIVE SESSION: THE BOARD MAY RETIRE TO EXECUTIVE SESSION ANYTIME DURING THE MEETING AS AUTHORIZED IN CHAPTER 551 OF THE TEXAS GOVERNMENT CODE

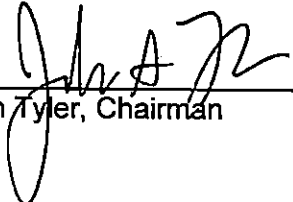
The Board did not retire into executive session.

6. NEXT MEETING-MAY 16, 2023

Mr. Booker and the Board rescheduled the next meeting to May 24, 2023.

7. ADJOURN MEETING

A Motion made by Nancy Pappas; seconded by Douglas Miller II; to approve to adjourn the meeting at 1:35p.m. Motion passed unanimously by show of hands.



John Tyler, Chairman



Eric Couch, Secretary