

# Travis Central Appraisal District Financial Disclosure

For Calendar Year ending December 31, 2017

**INSTRUCTIONS:** When filling out this form typing is optional. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates. Whenever you are required to identify an individual or business entity, indicate the corresponding city and state.

INDIVIDUAL REQUIRED TO FILE: Lonnie Wayne Hendry, Jr.  
(Full Name)

Address: \_\_\_\_\_  
(City) (State) (Telephone Number - Optional)

## LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754

(City)

(State)

Position Held: Director - Commercial / Business Personal Property Appraisal

Name and Address of Employer: Tarrant County College

828 W. Horwood Rd. Hurst, TX 76054

(City)

(State)

Position Held: Adjunct Faculty - Real Estate

Name and Address of Employer: Self -

P.O. Box 985 Round Rock TX

(City)

(State)

Position Held: Broker / Owner / Realtor

Nature of Occupation: Real Estate

This Financial Statement must include the financial activity of the person required to file the statement and the financial activity of his spouse and dependent children over which he had actual control for the preceding calendar year. A person's natural child, adopted child, or stepchild is his or her "dependent child" if the person provides over 50 percent of the child's support during the calendar year.

SPOUSE: \_\_\_\_\_  
(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: N/A  
\_\_\_\_\_  
(City) (State)

Position Held: \_\_\_\_\_

If Self-employed:  
Name and address of Business: Self employed, Realtor P.O. Box 985  
Round Rock TX  
(City) (State)

Nature of Occupation: Real Estate

DEPENDENT CHILD 1: \_\_\_\_\_  
(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: N/A  
\_\_\_\_\_  
(City) (State)

Position Held: \_\_\_\_\_

If Self-employed:  
Name and address of Business: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State)

Nature of Occupation: \_\_\_\_\_

DEPENDENT CHILD 2: \_\_\_\_\_

(Full name)

ADDRESS: \_\_\_\_\_  
(City)

(State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: N/A

(City)

(State)

Position Held: \_\_\_\_\_

If Self-employed:

Nature of Occupation: \_\_\_\_\_

DEPENDENT CHILD 3: \_\_\_\_\_

(Name)

ADDRESS: \_\_\_\_\_  
(City)

(State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: N/A

(City)

(State)

Position Held: \_\_\_\_\_

If Self-employed:

Nature of Occupation: \_\_\_\_\_

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

### **Part I. Retainers and/or Contingent Fees**

Identify any person, business entity or organization from whom you or a business in which you have substantial interest\* have received a fee as a retainer for future services in case of need (as opposed to a fee for service on a matter specified at the time of contract for the fee). Report only retainer fees in which the amount of work performed does not equal or exceed the value interest. Also, report any present contingent fee agreements. List only those retainers or contingent fees where you may either directly or indirectly represent a property owner of either real or taxable personal property who may appear before the Travis Central Appraisal District.

**Source of Fee**

**Received by**

---

N/A

\* An individual has a "substantial interest" in a business entity if:

- A. the interest is ownership of ten percent (10%) or more of the voting stock or shares or of the fair market value of the entity or ownership of five thousand dollars (\$5,000.00) or more of the fair market value of the entity;
- B. funds received by the individual received from the business entity during either the previous twelve months or the previous calendar year exceeding ten percent (10%) of the individual's gross income during that period; or
- C. the individual is a creditor, debtor, or guarantor of the business entity in an amount of five thousand dollars (\$5,000) or more.

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

**Part II. Notes**

List all notes secured by property held or acquired which is located within the Travis Central Appraisal District.

<u>Description</u>	<u>Held/Acquired by</u>
--------------------	-------------------------

N/A	
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PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

### **Part III. Personal Liabilities**

Identify each person or financial institution to which a personal note or notes for a total financial liability in excess of \$5,000 existed at any time during the calendar year.

**Source**

**Money Owed by**

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N/A

PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

#### Part IV. Ownership Interest

Describe all ownership interests\* held or acquired in real property (including your homestead) and in business entities.

**REAL PROPERTY HELD OR ACQUIRED:**

A description of real property is required to be reported by number of lots or number of acres, as applicable, located within the Travis Central Appraisal District.

Description of Interest	Held/Acquired by
-------------------------	------------------

N/A

**BUSINESS ENTITIES HELD OR ACQUIRED:**

"Business entity" means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust, or any other entity recognized by law through which business may be conducted. List only those entities that either own, buy, sell, invest, appraise or represent real property located within the Travis Central Appraisal District, and in which the interest listed is more than 5% of the total such interest.

Description of Interest	Held/Acquired by
-------------------------	------------------

N/A

\*An ownership interest may be either legal or equitable title (such as when a creditor takes the legal title as security for repayment of a debt), and includes interests held as legal owner, equitable owner, trustee, beneficiary, joint tenant, community property owner, stock holder, general partner, or limited partner.

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**Part V. Gifts**

Identify any person, business entity, or other organization that either buys, sells, invests, appraises or represents real property located within the Travis Central Appraisal District which has given gifts of money or property to you, your spouse, or your dependent children, the total value of which exceeds \$250. Describe each gift. Do not include gifts received from persons related within the second degree of consanguinity or affinity.

<u>Source of Gift</u>	<u>Brief description of Gift</u>	<u>Received by</u>
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N/A		
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PLEASE IDENTIFY FOR EACH OF THE FOLLOWING PARTS WHETHER THE INFORMATION PERTAINS TO THE INDIVIDUAL FILER, SPOUSE, DEPENDENT CHILD 1, DEPENDENT CHILD 2, ETC., UNLESS OTHERWISE NOTED.

#### Part VI. Positions

List all boards of directors of which the person is a member and executive positions which he holds in corporations, firms, partnerships and proprietorships, stating the name of each organization and the position held.

<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
Team Hendry Health, LLC	Owner	Cornell W. Hendry, Jr.

VERIFICATION

I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.

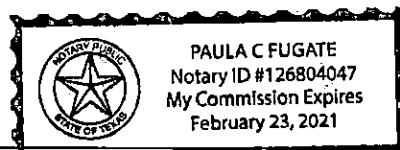
Lonnie W. Hendry, Jr.  
Signature of Affiant

Sworn to and subscribed before me by: \_\_\_\_\_

Lonnie W Hendry, Jr

this the 31st day of Jan 20 18, to certify  
which, witness my hand and seal of office.

Paula C. Fugate  
Signature of officer administering oath



Print name of officer administering oath

H.R. Dir.  
Title of officer administering oath

# Travis Central Appraisal District Financial Disclosure

For Calendar Year ending December 31, 2018

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INDIVIDUAL REQUIRED TO FILE: Lonnie Wayne Hendrix, Jr.  
(Full Name)

Address: \_\_\_\_\_  
(City) (State) (Telephone Number - Optional)

## LIST ALL SOURCES OF OCCUPATIONAL INCOME

Name and Address of Employer: Travis Central Appraisal District, 8314 Cross Park Dr.

Austin, TX 78754

(City)

(State)

Position Held: Deputy Chief Appraiser

Name and Address of Employer: TARRANT COUNTY COLLEGE

828 W. Harvard Hurst TX  
(City) (State)

Position Held: Adjunct Faculty

Name and Address of Employer: TEXAS TECH UNIVERSITY

2500 Broadway Lubbock TX  
(City) (State)

Position Held: Instructor - Area of Finance

Nature of Occupation: \_\_\_\_\_

This Financial Statement must include the financial activity of the person required to file the statement and the financial activity of his spouse and dependent children over which he had actual control for the preceding calendar year. A person's natural child, adopted child, or stepchild is his or her "dependent child" if the person provides over 50 percent of the child's support during the calendar year.

SPOUSE: \_\_\_\_\_  
(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: Self -

Round Rock TX  
(City) (State)

Position Held: Realtor

If Self-employed:

Name and address of Business: Realtor

Round Rock TX  
(City) (State)

Nature of Occupation: Realtor

DEPENDENT CHILD 1: \_\_\_\_\_  
(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_  
(City) (State)

Position Held: \_\_\_\_\_

If Self-employed:

Name and address of Business: \_\_\_\_\_

\_\_\_\_\_  
(City) (State)

Nature of Occupation: \_\_\_\_\_

DEPENDENT CHILD 2: \_\_\_\_\_  
(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

**LIST ALL SOURCES OF OCCUPATIONAL INCOME**

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State)

Position Held: \_\_\_\_\_

If Self-employed:  
Nature of Occupation: \_\_\_\_\_

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(Full Name)

ADDRESS: \_\_\_\_\_  
(City) (State)

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\_\_\_\_\_  
(City) (State)

Position Held: \_\_\_\_\_

If Self-employed:  
Nature of Occupation: \_\_\_\_\_

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**Source of Fee**

**Received by**

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<u>Description</u>	<u>Held/Acquired by</u>
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<u>Description of Interest</u>	<u>Held/Acquired by</u>
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<u>Description of Interest</u>	<u>Held/Acquired by</u>
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<b><u>Source of Gift</u></b>	<b><u>Brief description of Gift</u></b>	<b><u>Received by</u></b>
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<u>Name of Organization</u>	<u>Position Held</u>	<u>Position Held by</u>
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VERIFICATION

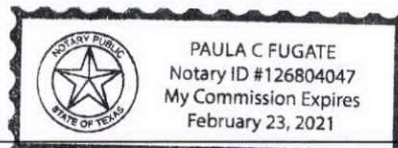
I do solemnly swear that the foregoing Financial Disclosure, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me.

Lonnie W. Hendry, Jr.  
Signature of Affiant

Sworn to and subscribed before me by: Lonnie W. Hendry, Jr.

this the 19th day of Feb, 20 19, to certify  
which, witness my hand and seal of office.

Paula C. Fugate  
Signature of officer administering oath



Print name of officer administering oath

HR Dir  
Title of officer administering oath

# TCAD Personnel Action Notice

## 2018 Annual Salary Increase

Hendry, Lonnie Jr.

Last Name

First Name

Increase Effective Date: December 21, 2018

Division: Admin

Rate of Pay: \$6,729.60

Grade: 21

Step: 11

Comments Merit

Approvals:

Human Resource Director

*Paula Figue*

Date

1/14/2019

Manager

Date

Director

Date

Director of Operations

*Luan H. Mann*

Date

1/18/19

Deputy Chief Appraiser

Date

Chief Appraiser

*[Signature]*

Date

4/19/19

Entered into payroll by: \_\_\_\_\_

Verified in payroll by: \_\_\_\_\_

## TCAD Personnel Action Notice

February 6, 2018  
Notification Date

New Hire                      Separation                      Leave of Absence                      Other ☒

Lonnie Hendry, Jr. \_\_\_\_\_  
First Name                                      Middle Initial                                      Last Name

Effective Date: February 9, 2018

Division: Admin

Position: Deputy Chief

Biweekly Rate: \$6,217.60      Grade: 21      Step: 7      Exempt ☒      Non Exempt ☐

Car Allowance \_\_\_\_\_

Comments \_\_\_\_\_

Approvals:

Human Resource Director Paula Szegate      Date 2/6/2018

Manager \_\_\_\_\_      Date \_\_\_\_\_

Director \_\_\_\_\_      Date \_\_\_\_\_

Deputy Chief of Appraisal \_\_\_\_\_      Date \_\_\_\_\_

Chief Appraiser Margaret      Date 2/6/18

Finance and Facilities Officer Heanock V. Mann      Date 2/16/18

Entered into payroll by: \_\_\_\_\_

Verified in payroll by: \_\_\_\_\_

# TCAD Personnel Action Notice

## 2017 Annual Salary Review

Hendry, Lonnie Jr

Last Name

First Name

Increase Effective Date: December 22, 2017

Division: Commercial Appraisal

Position: Director

Hourly Rate: \$73.23 Grade: 20 Step: 18

Lump sum merit 12/15/2017: \$7,615.92

Lump sum top of range paid 01/12/2018: \_\_\_\_\_

Comments \_\_\_\_\_

Approvals:

Human Resource Director Paula Sugate Date FEB 15 2018

Manager \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Deputy Chief of Appraisal \_\_\_\_\_ Date \_\_\_\_\_

Chief Appraiser [Signature] Date FEB 20 2018

Finance and Facilities Officer Luana H. Mann Date FEB 20 2018

Entered into payroll by: \_\_\_\_\_

Verified in payroll by: \_\_\_\_\_

# TCAD Personnel Action Notice

## 2016 Annual Increase

Hendry, Lonnie J.

Last Name

First Name

Increase Effective Date: December 23, 2016

Division: Commercial Appraisal

**2017 Rate:** \$5,590.40

**Grade:** 20

**Step:** 18

**Total Percent of Increase:** 13.0%

**Adjustment:** 1.5%

**Lump Sum paid 12/16/2016:** \$7,267.52

**Lump sum top of range paid 01/13/2017:**

Comments Exceptional - Merit & Adjustment to Grade

Approvals:

Human Resource Director Paula Auguste Date 2/9/2017

Manager \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Deputy Chief of Appraisal \_\_\_\_\_ Date \_\_\_\_\_

Chief Appraiser [Signature] Date 2/23/17

Finance and Facilities Officer Aleandra N. Mann Date 3/2/17

Entered into payroll by: \_\_\_\_\_

Verified in payroll by: \_\_\_\_\_



## TCAD Personnel Action Notice

February 26, 2016

Notification Date

New Hire

Separation

Leave of Absence

Increase and/or Lump Sum Pymt.



Lonnie Hendry, Jr

First Name

Middle Initial

Last Name

Effective Date: December 25, 2015

Previous Rate: \$4,755.76

Previous Grade: 18

Previous Step: 16

Lump Sum: \$2,572.96

New Rate: \$4,948.00 New Grade: 18 New Step: 18

Exempt or Non Exempt: E

Comments/Performance Rating: exceptional

Approvals:

Human Resource Director

Paula Augate

Date

2/26/2016

Manager

Date

Director

Date

Deputy Chief of Appraisal

Date

Chief Appraiser

Maryanne

Date

3/2/16

Finance and Facilities Officer

Leanne H. Mann

Date

2/29/16

## TCAD Personnel Action Notice

February 4, 2015

Notification Date

New Hire      X      Separation      Leave of Absence      Other

Lonnie Hendry, Jr.

First Name

Middle Initial

Last Name

Effective Date: February 23, 2015

Division: Commercial Appraisal

Position: Appraiser

Extension: \_\_\_\_\_

Rate: \$4,755.76 biweekly    Grade: 18    Step: 16    Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 monthly

Comments \_\_\_\_\_

Approvals:

Human Resource Director Paula. Angulo Date 2/4/15

Manager \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Deputy Chief of Appraisal \_\_\_\_\_ Date \_\_\_\_\_

Chief Appraiser Mary Ann Dyer Date 2/4/15

Finance and Facilities Officer Gleana Mann Date 2/10/15

Entered into payroll by: \_\_\_\_\_

Verified in payroll by: \_\_\_\_\_

## TCAD Personnel Action Notice

February 4, 2015  
Notification Date

New Hire      X      Separation      Leave of Absence      Other

Lonnie Hendry, Jr  
First Name      Middle Initial      Last Name

Effective Date: February 23, 2015

Division: Commercial Appraisal

Position: Appraiser

Extension: \_\_\_\_\_

Rate: \$4,755.76 biweekly      Grade: 18      Step: 16      Exempt ☒ Non Exempt ☐

Car Allowance \$6,600.00 monthly

Comments \_\_\_\_\_

Approvals:

Human Resource Director Paula Ingates      Date 2/4/2015

Manager \_\_\_\_\_      Date \_\_\_\_\_

Director \_\_\_\_\_      Date \_\_\_\_\_

Deputy Chief of Appraisal RL Syt      Date 4/8/15

Chief Appraiser \_\_\_\_\_      Date \_\_\_\_\_

Finance and Facilities Officer Gleana H. Mann      Date 4/16/15

Entered into payroll by: AB

Verified in payroll by: AB

# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Lonnie Hendry Jr.**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 23rd day of February, 2015.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 15-196696P

## Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I Lonnie Hudg Jr. have read and understand the Personnel Policy  
(please print)

Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal District Board of Directors on August 29, 2016 to be effective January 1, 2017.

Lonnie Hudg Jr. 2-27-17  
Employee Signature Date

## Cardholder User Agreement

You are being entrusted with a Travis CAD purchasing credit card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for Travis CAD. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission or knowledge. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Travis CAD and will strive to obtain the best value for Travis CAD. Per government purchasing requirements, Travis CAD is required to obtain the best value for all goods and services.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered a misappropriation of public funds, a felony in the state of Texas. Failure to comply with this Agreement may result in either revocation of my user privileges or other corrective action, up to and including termination.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of public funds and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use, Travis CAD shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc, from my paycheck or final paycheck.
5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The Purchasing Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Travis CAD's assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and the P-Card Administrator.
8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement each month, make any coding changes to the expenses if needed, and resolve any discrepancies by contacting my P-Card Administrator.

### 9: INFORMATION EXCHANGED BETWEEN TRAVIS CAD AND WELLS FARGO:

Information concerning your use of the Commercial Card, including details regarding each individual transaction, may be furnished by Wells Fargo to Travis CAD. Information concerning reimbursement received, employment status, and location may be furnished by Travis CAD to Wells Fargo.

10. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

LONNIE HENDRY

HENDL195

Employee Name (Print)

CEO User ID

  
Employee Signature

10-24-15  
Date



## Records Management Acknowledgement

I, Lonnie W. Hendry, Jr., have read the orientation information provided to me by the Travis Central Appraisal District (TCAD) and I have completed the video training at the Texas Office of the Attorney General Website (copy of certificate attached). I understand the information and my role as an employee of the TCAD. I understand that it is my responsibility to adhere to the requirements of the Public Information Act and to ask the Records Management Officer if I have questions.

Lonnie W. Hendry, Jr.  
Employee Signature

2-24-15  
Date

## Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I Lonnie W. Hendry, Jr. have read and understand the Personnel Policy  
(please print)

Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal District Board of Directors on December 13, 2011 to be effective January 1, 2012

Lonnie W. Hendry, Jr. 2-24-15  
Employee Signature Date



## Emergency Response Plan Acknowledgement

I, Lonnie W Hendry, Jr, have read the Emergency Response Plan provided to me by the Travis Central Appraisal District (TCAD) and understand the procedures outlined in the plan. I agree to abide by these procedures. I understand that it is my responsibility to adhere to evacuation directives and to alert management if I observe suspicious activity. I understand that if I have questions I should contact the finance and facilities officer.

Lonnie W Hendry, Jr  
Employee Signature

2-24-15  
Date

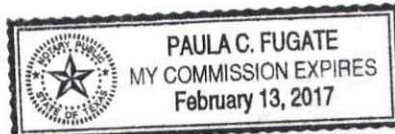
## VERIFICATION

I, of my own free will, agree to abide by this Code of Ethics.

Lonnie W. Hendry Jr.  
Signature of Affiant

Sworn to and subscribed before me by Lonnie W. Hendry Jr.  
this the 24th day of February, 2015, to certify  
which, witness my hand and seal of office.

Paula C. Fugate  
Signature of officer administering oath.



Print name of officer administering oath.

HR Director  
Title of officer administering oath.

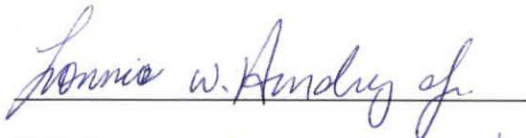
## ***User Agreement***

Account users fully understand that violation of any of the policies set forth may lead to disciplinary actions up to and including immediate termination. If you believe that material has been uploaded, posted, transmitted or otherwise made available on or via the TCAD network infrastructure in a manner that was not authorized by you, the user, notify and provide the violation information to your supervisor and TCAD DP staff.

### **IMPORTANT - READ CAREFULLY**

This Network Services Policy is a legal agreement between you (an individual or account user) and TCAD for the TCAD network infrastructure identified above, which includes but is not limited to, all facilities, computing resources, software, hardware, peripheral equipment, network resources, printed material, Aonline® or electronic documentation, data stored electronically on hard drives, floppy disks, CD ROMs and other storage media.

***I agree to be bound by the terms of TCAD's Network Services Policy Manual***



Full signature *Lonnie W. Hendry, Jr.*

2-23-15

Date

Travis Central Appraisal District  
IT Department - Administrators  
Tawnya Blaylock  
Carlos Ortiz  
Amie Herrera

**BOARD OFFICERS**  
RICHARD LAVINE  
CHAIRPERSON  
KRISTOFFER LANDS  
VICE CHAIRPERSON  
ED KELLER  
SECRETARY/TREASURER



**BOARD MEMBERS**  
TOM BUCKLE  
BRUCE ELFANT  
SHELLDA GRANT  
DENNY HAMILL  
ELEANOR POWELL  
RICO REYES  
BLANCA ZAMORA-GARCIA

**DATE:** February 24, 2015

**TO:** Lonnie Hendry

**FROM:** FINANCE AND FACILITY OFFICER

**RE:** Security Card and Deduction Authorization

Employee name: Lonnie Hendry

Badge number: 14616979

Department: Commercial Appraisal

As an employee of the Travis Central Appraisal District (TCAD) you have been issued a security card. These are proximity cards, i.e., they do not have to touch the reader, but must be within approximately 2 inches to be read. Your card will work on all three entry doors, according to the schedule you have been assigned. If you have a question about the access schedule you have been assigned please see your supervisor.

The front door is set to unlock each day at 7:45 a.m. and will lock at 4:45 p.m. Both the other doors will remain locked at all times. Any person not having a security card will need to enter through the front doors. There is no card needed to exit the building from any door at any time.

Do not loan your card to anyone. Each card is unique and a log is maintained of the badge numbers used to access the building.

There is no charge for the first card issued. If the card should stop working please return the card and you will be issued a new card at no charge. The cards are expensive and there will be a replacement charge of \$7.00.

**PAYROLL DEDUCTION AUTHORIZATION:**

- I authorize the Travis Central Appraisal District to deduct \$7.00 from my payroll check for each card replaced.
- I authorize \$7.00 to be deducted from my final check if I do not return my card prior to the processing of payroll check.

Signature: Lonnie W Hendry

Date: 2-24-15

## TEXAS GOVERNMENT CODE SECTION 552.024 PUBLIC ACCESS OPTION FORM

(Note: This form should be completed and signed by the employee no later than the 14<sup>th</sup> day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.)

Lonnie W. Hendry, Jr.

Print Name

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access	
	No	Yes
Home Address	X	
Home Telephone Number/s	X	
Social Security Number	X	
Emergency Contact Information	X	
Information that reveals whether you have family members	X	

Lonnie Hendry Jr.

Signature

2-23-15

Date



## EMPLOYEE ACKNOWLEDGMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I may have to pay the bill if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

Lonnie Hendry Jr.  
Signature

2 / 23 / 2015  
Date

Lonnie Hendry Jr.  
Printed Name

Name of Employer: Travis Central Appraisal District

Name of Direct Contracting Program: **Political Subdivision Workers' Compensation Alliance (the Alliance)**

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at [www.pswca.org](http://www.pswca.org) or call your adjuster at 800-482-7276.

TCAD employees are provided coverage for work related injuries through the Texas Municipal League Intergovernmental Risk Pool. The policy number of the plan is 2965.

# TRANSMISSION VERIFICATION REPORT

TIME : 02/24/2015 18:29  
 NAME : TRAVIS CAD  
 FAX : 5128355371  
 TEL : 5128355371  
 SER. # : BROE2J373426

DATE, TIME 02/24 18:28  
 FAX NO./NAME 95124752871  
 DURATION 00:00:26  
 PAGE(S) 01  
 RESULT OK  
 MODE STANDARD  
 ECM



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
 PO Box 12157 • Austin, Texas 78711-2157  
 (800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871  
 www.tdlr.texas.gov • cs.tax.professionals@tdlr.texas.gov

## CHANGE OF EMPLOYER NOTIFICATION FORM

DO NOT WRITE ABOVE THIS LINE

1. Registration Number: 71702

2. Are you employed by the elected county assessor-collector? ☐ Yes ☒ No

IF YOU ARE AN ELECTED COUNTY ASSESSOR-COLLECTOR OR THEIR EMPLOYEE, REGISTRATION IS NO LONGER REQUIRED.

3. Name: (as it appears on your PTP registration)

Hendry,

Lonnie

W

Last

First

Middle Initial

Suffix (JR, SR, III)

4. Mailing Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

PO Box 149012

Number, Street Name, Suite Number, Apartment Number

Austin, TX 78714

City

State

Zip Code

5. Phone Number:

6. Email Address:

512

834.9317

lhendry@tcadcentral.org

Area Code

Phone Number

(Ex: johndoe@aol.com) See instruction sheet for disclosure information

7. Name of New Employer:

Travis Central Appraisal District

8. Employer Taxing Entity ID Number:

749

9.

EMPLOYER'S STATEMENT

THIS SECTION MUST BE COMPLETED BY YOUR EMPLOYER

Lonnie W. Hendry

Travis CAD



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
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Hendry,

Lonnie

W

Last

First

Middle Initial

Suffix (JR, SR, III)

4. Mailing Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

PO Box 149012

Number, Street Name, Suite Number, Apartment Number

Austin, TX 78714

City

State

Zip Code

5. Phone Number:

6. Email Address:

512

834.9317

lhendry@tcadcentral.org

Area Code

Phone Number

(Ex: johndoe@aol.com) See instruction sheet for disclosure information

7. Name of New Employer:

Travis Central Appraisal District

8. Employer Taxing Entity ID Number:

749

9.

### EMPLOYER'S STATEMENT

#### THIS SECTION MUST BE COMPLETED BY YOUR EMPLOYER

The applicant, Lonnie W. Hendry, is employed by Travis CAD

and is actively engaged in: (check one) ☒ Appraising ☐ Assessing/Collecting ☐ Collecting (only)

Employer Taxing Entity ID Number: (Issued by TDLR)

749

Employer Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

PO Box 149012

Number, Street Name, Suite Number

Austin, TX 78714

City

State

Zip Code

Employer Phone Number:

Employer Email Address:

512

834-9317 x 313

pfugate@tcadcentral.org

Area Code

Phone Number

(Ex: johndoe@aol.com) See instruction sheet for disclosure information

Employer Title: HR Director

Employer Name: Paula Fugate

Print Name

*Paula Fugate*

Employer Signature

02/24/2014

Date Signed



1. As a director, you will need to hire to fill a vacancy in the very near future.
  - a. What are the qualities you look for in an employee?
  - b. How would you evaluate the employee?
  - c. How long would you need to make your evaluation?
2. Review sales ratio report and PVS report and ask to comment.
3. What positives and negatives do you see in combining BPP and Commercial? *Prox*
4. As a director, you assign a task to one of your staff that must be completed today. It is 4:00PM and you know it will take at least another hour and a half to complete the task. What do you do? *Will help.*
5. Dependable, Ethical or Creative – which is most important? *Know*
6. What technology could you use to enhance the department? *where*
7. What was the last book you read?
8. Are you familiar with SMART goals? What is the most important aspect of a SMART goal?

Lonnie W. Hendry, Jr.

---

January 22, 2015

Ms. Marya Crigler, Chief Appraiser/Executive Director  
Travis Central Appraisal District  
8314 Cross Park Drive  
Austin, Texas 78754

Ms. Crigler,

Your recent job posting for **Commercial Director** caught my attention because my work experience and education make me an ideal candidate, and I feel I possess the personal characteristics necessary to be successful in this position.

I have worked in numerous roles within the commercial and residential real estate industries. Prior to my current employment at the Tarrant Appraisal District, I worked as a property manager for multiple property management companies, ranging from conventional class "A" to Low-Income Housing Tax Credit multifamily assets. In these positions I was responsible for hiring and training new staff, creating and maintaining an annual budget, ensuring compliance with all regulatory requirements (LIHTC Audits), conducting weekly market surveys, and providing a high level of customer service.

I have also been a licensed real estate salesperson or broker since January 2006, and am currently a member of several professional real estate organizations including: Urban Land Institute, U.S. Green Building Council, NAIOP, etc.

I am currently employed at Tarrant Appraisal District as the Manager of Appraisal Review Board Operations. I am responsible for the logistical and staffing needs related to the timely certification of the appraisal roll. In my current position, I oversee the processing of over 70,000 protest filings, pre and post Appraisal Review Board hearing correspondence, and all protest hearing scheduling. This requires the ability to multitask; meeting each individual day's challenges while keeping TAD's larger macro goals in perspective.

I accepted my current position after 8+ years as a residential and commercial appraiser/analyst. In those positions I provided staff training, collected field data, conducted a high level of research, and made thousands of ARB protest presentations. Working on both sides of the ARB hearing process has given me a very unique perspective and set of skills. I understand the CAD's approach (strengths and weaknesses) to ARB and defending their values. I also understand the background operations of the Appraisal Review Board; staffing, scheduling, and operations. I believe my experience in these areas would add value to Travis Central Appraisal District.

I have an extensive amount of real estate training and education; earning me significant appraisal, leasing, research, and management skills that could further benefit Travis Central Appraisal District.

After reviewing the enclosed résumé regarding the details of my qualifications, I would be pleased to answer any further questions you may have. Please contact me at \_\_\_\_\_ to make arrangements for an interview at your convenience to discuss how I could best serve your appraisal district.

Sincerely,

  
Lonnie W. Hendry Jr. ~ MSRE, RPA

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*Lonnie W. Hendry, Jr.*

**SUMMARY OF  
QUALIFICATIONS**

- Fourteen years' experience in related real estate industries
- Highly skilled in property value protest presentations and commercial appraisal reviews
- Competent in market research methods, analysis, and presentations
- Extensive knowledge of the multi-family apartment industry
- Proposal writer: redevelopment, adaptive re-use, strategic
- Experienced public speaker and presenter

**EXPERIENCE**

**Manager – Appraisal Review Board Operations, *Tarrant Appraisal District*,**  
Fort Worth, TX - October 2013 – Present

- Leadership position responsible for management, training, and coordination of work related activities for Appraisal Review Board division personnel
- Create a productive organizational culture that promotes the ideals of the Tarrant Appraisal District and produces a sense of urgency that delivers results
- Ensure proper implementation of policies and procedures in compliance with the Texas Property Tax Code and other regulatory mandates
- Continually refine existing processes to maximize cost efficiencies and job performance

**Adjunct Real Estate Professor – *Tarrant County College*,**  
Hurst, TX - January 2014 – Present

- Instruct a real estate appraisal course covering market, cost, and income approaches
- Provide each student with clear course expectations, evaluations, and timelines through carefully written topical outlines and syllabus
- Ensure course learning outcomes are delivered as defined by the syllabus

**Commercial Valuation Analyst/Team Lead, *Tarrant Appraisal District*,**  
Fort Worth, TX - January 2006 - October 2013

- Oversee/train a team of commercial appraisers responsible for valuing Tarrant County's multi-family properties
- Develop income/expense models utilizing current market data
- Conduct macro and submarket level research and analysis
- Participate in property value protest hearings

**EDUCATION**

**University of Texas at Arlington, Arlington, TX**  
Master of Science Real Estate, Sustainability  
May 2013 (GPA – 4.0)

**Tarleton State University, Stephenville, TX**  
Bachelor of Science - Applied Science (Business Administration),  
December 2009

**Tarrant County College, Hurst, TX**  
Associate of Applied Science degree Real Estate, December 2008  
Associate of Arts Degree, December 2006

**CERTIFICATION**

Texas Real Estate Salesman/Broker's License, January 2006  
Registered Professional Appraiser Certification, February 2010  
Graduate Certificate in Real Estate Development, (UTA) May 2013

**Travis Central Appraisal District  
Employment Application**

An Equal Opportunity, Reasonable  
Accommodation Employer

Human Resources Department  
P.O. Box 149012  
Austin, Texas 78714-9012

Office at  
8314 Cross Park Drive  
Austin, Texas 78754  
(512) 834-9317  
[www.traviscad.org](http://www.traviscad.org)

This application must be fully completed. Resumes may be accepted for whatever additional information they contain, but not in place of a completed application.

Name Hendry, Jr. Lonnie Wayne Date 1/22/2015  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Email address \_\_\_\_\_  
(Personal) (Alternate)

Would you accept Part Time Employment? ☐ Yes ☒ No Temporary Employment? ☐ Yes ☒ No

Position Applied For Commercial Director Job Order No. 2015142301

**PREVIOUS EMPLOYMENT:** List all employment experience. Begin with your present or last position and work back. Provide sufficient qualifying experience data. Please explain all periods of unemployment exceeding 90 days. Please indicate the number of hours per week for Part time positions held.

Under what other names have you been employed? N/A

May we contact: Your Present employer? ☐ Yes ☒ No Your former employer (s)? ☒ Yes ☐ No

From 01 14 To Present Job Title Adjunct Real Estate Professor Salary \$5K/YR  
(Month) (Year) (Month) (Year)

Employer Tarrant County College District Address 828 W. Harwood Rd. Hurst, TX 76054

Description of Work Instruct a real estate appraisal course covering market, cost, and income approaches to value.  
Provide each student with clear course expectations, evaluations, and timelines.

Reason for Leaving Still Employed

Name of Supervisor & Phone Number Mr. Tim Murphy - 817-515-6274

From 10 13 To Present Job Title Manager Appraisal Review Board Operations Salary \$96K-\$107K  
(Month) (Year) (Month) (Year)

Employer Tarrant Appraisal District Address 2500 Handley Ederville Rd Ft. Worth, TX 76118

Description of Work Responsible for management, training, and coordination of work related activities for ARB  
division personnel. Create a productive work environment and ensure implementation of policies and procedures.

Reason for Leaving Still Employed

Name of Supervisor & Phone Number Mr. Jeff Craig - 817-595-6002

From 03 11 To 10 13 Job Title Commercial Valuation Analyst / Team Lead Salary \$67K-\$70K  
(Month) (Year) (Month) (Year)

Employer Tarrant Appraisal District Address 2500 Handley Ederville Rd Ft. Worth, TX 76118

Description of Work Supervised/trained a team of commercial appraisers responsible for valuing Tarrant County's  
multi-family properties. Conducted macro and submarket level research and analysis.

Reason for Leaving Promoted to Current position at TAD

Name of Supervisor & Phone Number Mr. David Law - 817-284-0024

**EMPLOYMENT HISTORY (CONTINUED)**

From 01 06 To 03 11 Job Title Sr. Residential Appraiser Salary \$60K  
 (Month) (Year) (Month) (Year)

Employer Tarrant Appraisal District Address 2500 Handley Ederville Rd Ft. Worth, TX 76118

Description of Work Valued Tarrant County's most expensive residential neighborhoods: Westover Hills, Mira Vista, Montserrat. Discovered newly constructed property, conducted market adjustments, made ARB presentations.

Reason for Leaving Moved to the Commercial Department at TAD

Name of Supervisor & Phone Number Mr. Randy Armstrong - 817-284-0024

From 09 04 To 01 06 Job Title Leasing Manager Salary \$40K-\$45K  
 (Month) (Year) (Month) (Year)

Employer Provident Management Incorporated Address \_\_\_\_\_

Description of Work Leased luxury class "A" apartment homes. Consistently exceeded leasing goals. Conducted weekly/monthly market surveys of competing properties.

Reason for Leaving More challenging opportunity at Tarrant Appraisal District

Name of Supervisor & Phone Number Ms. Cary Cole - 817-680-6425

From 01 03 To 08 04 Job Title Property Manager Salary \$50K  
 (Month) (Year) (Month) (Year)

Employer Mady Realty Advisors Address 545 E John W Carpenter Fwy Irving, TX 75062

Description of Work Managed 240 Unit Low Income Housing Tax Credit apartment complex. Sustained 90% + occupancy for 12 consecutive months. Prepared annual operating budget. Processed third party invoices.

Reason for Leaving Took a less responsible job to concentrate on my college education

Name of Supervisor & Phone Number Mr. Charles Mady - 214-630-0481

**EDUCATION AND TRAINING:** A copy of your high school diploma/GED certificate may be required at time of interview.  
 Did you graduate from high school or receive a GED Certificate? ☒ Yes ☐ No

College, University, Trade Business or Correspondence School Completed	Applicants may be required to present proof of graduation	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School	Specialty or Major	Degree Earned
University of Texas at Arlington	Real Estate, Sustainability	Master of Science
Tarleton State University	Business	Bachelor of Science
Tarrant County College	Real Estate	Associate of Applied Science
Tarrant County College	Arts	Associate

Current Licenses / Certificates / Registrations (Optional, unless required for the position for which you are now applying)

Drivers: \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type RPA Number 71702 Expiration Date 02/22/2015

Type Broker's Number 0565944 Expiration Date 10/31/2015

Languages (Optional, unless required for the position for which you are now applying)

	Speak	Read	Write
English	Yes	Yes	Yes
_____	_____	_____	_____

Equipment or office machines you operate All office equipment: phones, fax, copier, scanners, computers, etc.,

mail room equipment: envelope folding/stuffing machines, postage meters, etc.

Additional experience and /or training you have had which, in your opinion, would qualify you for the position you seek.

NAIOP - Team captain of the 2013 Texas Shoot-Out Real Estate Challenge first place team. Created a redevelopment proposal for the new "Dallas Midtown". We presented it to a judging panel and won \$5,000 for our proposal.

Are you related to any member of the Board of Directors or any person now employed by the Appraisal District? ☐ Yes ☒ No  
N/A

(Name)

(Department)

(Relationship)

**MILITARY SERVICE:**

Branch of Service: N/A

Dates of Service: N/A

Are you in the Active Reserve? ☐ Yes ☒ No If yes, what Branch: \_\_\_\_\_

Have you been convicted of a crime during the past ten years? ☐ Yes ☒ No

If yes, list ALL such offenses and state date, name of Court, and disposition. (You may omit minor violations for which you paid a fine of \$50 or less). *A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated along with your qualifications in relation to the job for which you are applying.*

*(Optional)*

Referral Source: ☐ Advertisement

☐ Walk-in

☒ Employee

☐ Employment Agency

☒ Internet/Website

☐ Other

(i.e. Business School or College)  
Please List

**Please Read Carefully**

I certify that I have made no willful misrepresentations in this application and I have not withheld information in my statements and answers to questions. I am aware that the information I have given in my application will be investigated, with my full permission, and that any misrepresentations or omissions may cause my application to be rejected, or may cause dismissal if I am hired before such misrepresentations or omissions are discovered. I am also aware that my application is subject to the Government Code Chapter, 552, Public Information.

I understand that Travis Central Appraisal District is an at will employer, which means that employment may be terminated at any time with or without cause. I understand that no representative of the Travis Central Appraisal District has the authority to promise me employment for a specified period of time or to waive Travis Central Appraisal District status as an at will employer.

I understand that this appointment will be at the discretion of the Supervisor concerned, subject to the approval of the Chief Appraiser. I also understand that this application is the property of the Travis Central Appraisal District and will become a part of my personnel file if I am hired.

Federal law prohibits the employment of unauthorized aliens. If hired, all persons will be required to provide documents that prove identity and employment authorization in accordance with the regulations established by law. Failure to submit such proof within the required time shall result in immediate employment termination.

Signature of Applicant: Francis W Hendry Jr.

Date: 1-22-15



# iPad Acceptable Use Policy

## **iPad Acceptable Use Policy for Travis Central Appraisal District**

The policies, procedures and information within this document applies to all iPad devices used by Travis Central Appraisal District staff.

### **Users Responsibilities**

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Travis Central Appraisal District Information Technology Department. Devices must be surrendered immediately upon request by any member of IT staff or management.

Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

### **Additional Responsibilities for District Staff**

- If an iPad is left at home or is not charged, the user remains responsible for completing all work as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete work, unless there is no other means of completion.
- Staff must not use their iPad in moving vehicles.
- Staff in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.
- In the event of any disciplinary action, the completion of all work remains the responsibility of the staff.

## **Safeguarding and Maintaining as a Business Tool**

- iPad batteries are required to be charged and be ready to use at work or in the field. Repeated offenses will require iPads to be checked-in and checked-out on a daily basis.
- Syncing the iPads will be maintained by the IT department.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Business content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered within any manner.
- If an iPad is found unattended, it should be given to the nearest member of IT staff.

## **Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen, or damaged, the Department Manager and /or IT Manager must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
- iPads that are believed to be stolen can be tracked through security software.

## **Prohibited Uses (not exclusive):**

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Travis Appraisal District Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the District's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad which would violate copyright laws.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Images of other people may only be made with the permission of those in the photograph. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the District.
- Misuse of Passwords, Codes or other Unauthorized Access: Users are required to set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Defacing the iPad including the asset tag in any way is prohibited.



- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- iPads should not be plugged into or synced with personal (home) computers. Any data contained on TCAD iPads could be subject to Open Records requests. TCAD iPads are to be used for business purposes only.
- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

**Staff must read and sign below:**

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name: **Lonnie Hendry**

Serial Number #: **DMPS8DRHG5YP**

Signature: \_\_\_\_\_

*Lonnie Hendry*

Date: \_\_\_\_\_

*11-10-16*

**Staff Pledge for iPad Use**

I will take good care of my iPad.  
 I will never leave the iPad unattended.  
 I will never lend my iPad to others.  
 I will know where my iPad is at all times.  
 I will charge my iPad's battery every night  
 I will keep food and drinks away from my iPad since they may cause damage to the device.  
 I will not disassemble any part of my iPad or attempt any repairs.  
 I will protect my iPad by only carrying it whilst it is in a case.  
 I will use my iPad in ways that are appropriate.  
 I understand that my iPad is subject to inspection at any time without notice.  
 I will only photograph people with their permission.  
 I will only use the camera or the microphone when conducting business use.  
 I will never share any images or movies of people in a public space on the Internet,  
 I agree to abide by the statements of this iPad acceptable use policy



iPad 533633 has been  
returned to IT. jfb  
3/6/18

### Travis Central Appraisal District Equipment Receipt and Agreement

Last Name: Hendry First Name: Lonnie Dept: Admin

#### I acknowledge receipt of the Following Equipment:

TCAD Asset Tag #	Model#	Description	Serial #	Disposition	Police Report Number	TCAD Reimbursement Verification
534731	ML3K2LL/A	iPad Pro Wi-Fi Cellular, 128 GB, Black	DLXST0J1GMW3			

I understand that I am responsible for the equipment listed above, and that the equipment, the case, the battery charger and any other accessories are issued with the understanding that they will be used only in the conduct of the business of TCAD. I agree not to use, or allow others to use any assigned equipment for any purpose other than that directed by TCAD. I also agree to safeguard the equipment and not leave it unattended. I will promptly report any stolen equipment to TCAD and the police. I will submit my own written account of the circumstances surrounding the theft as well as the police report number to TCAD. TCAD may determine the circumstances surrounding the loss are such that a reduced replacement fee totaling 50% of the market value of the equipment for the first occurrence of any such theft may apply. Upon the occurrence of a second theft, TCAD may determine that the circumstances surrounding the loss are such that a full replacement fee will apply, totaling 100% of the market value of the equipment. ***I understand that my failure to provide a police report number or any written report to TCAD within 15 days of the theft, or my disregard for TCAD's policies regarding safeguarding the equipment will subject me to paying the full replacement cost of the equipment. Loss of equipment and/or accessories for any reason other than theft will subject me to paying the full replacement cost at the current market value.***

#### Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Department Manager and /or IT Director must be notified immediately.
- Staff will be responsible for the replacement cost for iPad that is Lost, Damaged or Stolen.
- iPads that are believed to be stolen can be tracked through security software.

I understand that if the equipment and accessories are damaged or are not in working condition, I will notify my immediate supervisor, immediately, so the equipment can be repaired or replaced. In the event of damage due to negligence or misuse, I agree to pay any repair or replacement costs necessary to repair or replace the equipment and/or accessories.

I understand that while the equipment and accessories are in TCAD offices they must be stored as directed. Theft of improperly stored equipment and/or accessories will be subject to the same financial penalties outlined in the first paragraph.

I hereby instruct and authorize TCAD to deduct from my biweekly paycheck any amount necessary to meet the obligations stated in this agreement. I also agree to pay to the TCAD any funds due, but not collected via payroll deduction.

I understand that should I loan the assigned equipment to another employee, I am still responsible for damage, loss or theft to the equipment.

I agree to return all equipment to TCAD at termination of employment, or at any time as instructed by TCAD. All returned equipment must be in good working order and all serial numbers must match those issued.

#### Users Responsibilities

- Users must not remove protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Personal charging devices are prohibited. TCAD power and charging devices will be provided and are the only authorized charging devices to be used.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Travis Central Appraisal District Information Technology Department. Devices must be surrendered immediately upon request by any member of IT staff or management.

Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, fine, removal of content or referral to external agencies in the event of illegal activity.

Travis Appraisal District is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

**Prohibited Uses (not exclusive):**

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Travis Appraisal District Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the District's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad which would violate copyright laws.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Images of other people may only be made with the permission of those in the photograph. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the District.
- Misuse of Passwords, Codes or other Unauthorized Access: Users are required to set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Defacing the iPad including the asset tag in any way is prohibited.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- iPads should not be plugged into or synced with personal (home) computers. Any data contained on TCAD iPads could be subject to Open Records requests. TCAD iPads are to be used for business purposes only.
- Travis Appraisal District reserves the right to immediately confiscate and search an iPad to ensure compliance with the Acceptable Use Policy.

Agreed to and signed this 5 day of March, 2018.

  
Employee Signature

Issued By: Tawnya L. Blaylock

Name & Title: Lonnie Hendry Deputy Chief Appraiser