

CALDWELL COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

AGENDA

NOTICE OF PUBLIC MEETING
ON AUGUST 20, 2013

NOTICE IS HEREBY GIVEN PURSUANT TO THE REQUIREMENTS OF SECTION 551.001 *ET SEQ.*, TEXAS GOVERNMENT CODE, THAT THE BOARD OF DIRECTORS OF THE CALDWELL COUNTY APPRAISAL DISTRICT WILL MEET IN REGULAR SESSION, TUESDAY, AUGUST 20, 2013, AT 5:10 P.M. IN THE CALDWELL COUNTY APPRAISAL DISTRICT OFFICE AT 610 SAN JACINTO STREET, LOCKHART, TEXAS. THE AGENDA IS AS FOLLOWS:

CALL TO ORDER

1. Public Comments. *At this time comments will be taken from the audience and comments may not exceed 6 minutes. To address the Board, please submit a Public Comment form to the Board Secretary prior to the start of the meeting.*
2. Approve Minutes of July 23, 2013 meeting.
3. Financial Report.
4. Collections Report.

EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

5. Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

Pursuant to Texas Government Code Section 551.074

6. Deliberation of the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

OPEN SESSION

7. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.
8. Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.
9. Discussion and consideration regarding adopting the 2014 Appraisal and Collection Budgets.
10. Discussion and possible action regarding review of RFQ for Architect and selection of Architect.
11. Discussion regarding proposal for the purchase of land and building construction for CCAD office.
12. Chief Appraiser's Report.
 - a. Appraisal update.
 - b. Collection update.
13. Board requests for future agenda items. *(No action or discussion may occur during this item)*
14. Adjourn.

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E, including but not limited to consultation with counsel under section 551.071. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

CALDWELL COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

AGENDA PACKET AUGUST 20, 2013

CALL TO ORDER

1. Public Comments.
2. Approve Minutes of July 23, 2013 meeting.
2a-2c
3. Financial Report.
3a-3h
4. Collections Report.
4a

EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

5. Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

Pursuant to Texas Government Code Section 551.074

6. Deliberation of the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

OPEN SESSION

7. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.
8. Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.
9. Discussion and consideration regarding adopting the 2014 Appraisal and Collection Budgets.
9a-9h
10. Discussion and possible action regarding review of RFQ for Architect and selection of Architect.
11. Discussion regarding proposal for the purchase of land and building construction for CCAD office.
12. Chief Appraiser's Report.
 - a. Appraisal update.
 - b. Collection update.
13. Board requests for future agenda items. *(No action or discussion may occur during this item)*
14. Adjourn.

CALDWELL COUNTY TAX APPRAISAL DISTRICT
MINUTES OF MEETING
July 23, 2013

The Board of Directors of the Caldwell County Appraisal District met in regular session on July 23, 2013 at 6:00 PM in the Caldwell County Appraisal District office located at 610 San Jacinto, Lockhart, Texas.

Those in attendance were board members Bill Watson, Frank Hinds, Al Perez and Doug Shomette, Chief Appraiser Mary LaPoint, Deputy Tax Collector/Recording Secretary Vicki Schneider, and public citizens.

Hye Brown was absent.

Call to Order

Item #1 Public Comments.

None.

Item #2 Approve Minutes of June 25, 2013 meeting.

Bill Watson made a motion, seconded by Frank Hinds, to approve the minutes of June 25, 2013. Motion carried 4-0-1.

Item #3 Financial Report.

Mary LaPoint presented the June 2013 Financial Reports.

Frank Hinds made a motion, seconded by Bill Watson, to approve the June 2013 Financial Report. Motion carried 4-0-1.

Item #4 Quarterly Investment Report.

Mary LaPoint presented the Quarterly Investment Report.

Item #5 Collection Report.

Mary LaPoint presented the Collections Report.

Item #6 Quarterly Delinquent Tax Collection Report.

Steve Bird with Linebarger Law Firm presented the Quarterly Delinquent Tax Collection Report.

Item #7 Quarterly 911 Report.

Jaelyn Archer presented the Quarterly 911 Report.

EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

Item #8 Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

Pursuant to Texas Government Code Section 551.074

Item #9 Deliberation of the appointment, employment, evaluation, reassignment, or duties, or dismissal of the staff.

EXECUTIVE SESSION, the Board did not meet in executive session.

Item #10 Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

None.

Item #11 Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

None.

Item #12 Discussion and consideration regarding the 2014 Appraisal and Collection Budgets.

Mary LaPoint informed the Board that she will be going to the City of Lockhart to present the budgets. Mary LaPoint also advised the Board that we would need to have a Budget Hearing at the next meeting.

Item #13 Discussion and possible action regarding review of RFQ for Architect and selection of Architect.

Mary LaPoint told the Board that she received 17 RFQ's. She let them know that she has made copies for each Board member.

Flint Britton with Wiginton, Hooker, and Jeffry Architects introduced himself to the Board.

Robert Steinbomer with Steinbomer, Bramwell, and Vrazel Architects introduced himself to the Board.

Al Perez suggested to the Board that they look at all the RFQ's and pick the top 3 and they would discuss it at the next board meeting.

Item #14 Discussion regarding proposal for the purchase of land and building construction for CCAD office.

Frank Hinds made a motion, seconded by Bill Watson, to table this item. Motion carried 4-0-1.

Item #15 Chief Appraiser Report.

- a. Appraisal Update – certified appraisal roll
- b. Collections update – in assessment phase
- c. Reschedule August meeting. Will attend TAAO conference – rescheduled to August 20th with Budget Hearing beginning at 5:00pm.

Item #16 Board requests for future agenda items.

None

Item #17 Adjourn

Doug Shomette made a motion, seconded by Bill Watson, to adjourn. Motion carried 4-0-1.

Meeting adjourned 7:00 p.m.

Chairman

Secretary

Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL
 For the Seven Months Ending July 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
70101 CHIEF APPRAISER	\$ 5,833.34	\$ 40,833.38	\$ 70,000.00	29,166.62	41.67
70102 DEPUTY CHIEF APPRAISER	3,750.00	26,250.00	45,000.00	18,750.00	41.67
70103 SYSTEM MGR/MAPPER	4,608.34	32,258.38	55,300.00	23,041.62	41.67
70105 FIELD APPRAISER II	2,416.66	8,826.96	29,907.00	21,080.04	70.49
70106 SENIOR APPRAISER I	3,175.00	22,225.00	40,100.00	17,875.00	44.58
70107 SENIOR APPRAISER II	3,018.34	21,128.38	36,220.00	15,091.62	41.67
70108 FIELD APPRAISER I	2,663.00	18,641.00	31,956.00	13,315.00	41.67
70109 FIELD APPRAISER	0.00	0.00	0.00	0.00	0.00
70111 APPRAISAL SUPPORT SUPER	3,612.50	25,287.50	43,350.00	18,062.50	41.67
70112 DATA ENTRY TECHNICIAN	2,166.66	14,313.48	28,115.00	13,801.52	49.09
70113 SUPPORT TECH	2,572.58	17,121.37	30,871.00	13,749.63	44.54
70120 911/GIS	968.44	4,452.99	36,000.00	31,547.01	87.63
70135 PAYROLL CONTINGENCY	0.00	0.00	9,000.00	9,000.00	100.00
TOTAL WAGES AND SALARIE	34,784.86	231,338.44	455,819.00	224,480.56	49.25
71000 PAYROLL TAX	3,122.32	18,240.40	39,000.00	20,759.60	53.23
71002 RETIREMENT / EMPLOYER	3,348.56	22,540.56	43,000.00	20,459.44	47.58
71004 HEALTH BENEFITS	4,426.84	25,700.73	60,800.00	35,099.27	57.73
71005 WORKERS COMP	0.00	150.00	1,750.00	1,600.00	91.43
71006 UNEMPLOYMENT	217.22	2,475.12	3,550.00	1,074.88	30.28
DEDUCTIONS / BENEFITS	11,114.94	69,106.81	148,100.00	78,993.19	53.34
72000 APPR ENGINEERS	9,500.00	28,500.00	38,000.00	9,500.00	25.00
72001 APPR REVIEW BOARD	6,279.93	6,614.93	10,500.00	3,885.07	37.00
72002 AUDIT	0.00	5,621.00	6,160.00	539.00	8.75
72003 BOARD OF DIRECTORS	35.00	168.06	1,700.00	1,531.94	90.11
72004 DATA PROCESSING SERVICES	324.72	29,659.13	42,400.00	12,740.87	30.05
72007 JANITORIAL SERVICES	411.18	3,183.18	6,050.00	2,866.82	47.39
72008 LEGAL SERVICES	1,050.00	2,012.71	15,000.00	12,987.29	86.58
TOTAL SERVICES	17,600.83	75,759.01	119,810.00	44,050.99	36.77
72500 BOND CHIEF/NOTARY	0.00	71.00	100.00	29.00	29.00
72501 MEMBERSHIP BTPE/TBPC	110.00	1,620.00	2,700.00	1,080.00	40.00
72502 COMPUTER SUPPLIES	0.00	824.83	6,000.00	5,175.17	86.25
72503 DEED/ARCHIVE	0.00	0.00	0.00	0.00	0.00
72504 EDUCATION / FEES	350.00	3,840.00	8,000.00	4,160.00	52.00
72505 INSURANCE LIABILITY	0.00	0.00	1,500.00	1,500.00	100.00
72506 INSURANCE EQUIPMENTCON	0.00	0.00	1,000.00	1,000.00	100.00
72507 LEGAL NOTICES / PRINTING	1,310.46	10,335.43	12,000.00	1,664.57	13.87
72508 MAINT - HARDWARE & EQUIP	677.73	3,399.58	7,000.00	3,600.42	51.43
72509 MAINT - OFFICE EQUIPMENT	0.00	900.00	2,000.00	1,100.00	55.00
72510 MILEAGE & TRAVEL	67.80	951.23	8,000.00	7,048.77	88.11
72511 OFFICE SUPPLIES	937.82	2,828.36	6,500.00	3,671.64	56.49
72512 POSTAGE	3,850.00	15,179.41	18,000.00	2,820.59	15.67
72513 POSTAGE METER/BOX RENTA	0.00	2,268.94	4,400.00	2,131.06	48.43
72514 SUBSCRIPTION & BOOKS	0.00	1,674.10	2,300.00	625.90	27.21
72515 RENTAL COPIER	363.05	2,174.23	5,250.00	3,075.77	58.59
72516 ELECTRICITY	566.97	2,323.14	9,000.00	6,676.86	74.19
72517 TELEPHONE	1,445.11	5,941.30	8,000.00	2,058.70	25.73
72518 WATER & SEWER	87.39	406.79	1,100.00	693.21	63.02
72519 RENT OFFICE BUILDING	1,979.61	13,857.27	23,800.00	9,942.73	41.78
72523 FUEL - VEHICLE	205.92	2,247.46	6,300.00	4,052.54	64.33
72524 MAINT. - VEHICLE	507.06	1,227.67	4,000.00	2,772.33	69.31

For Management Purposes Only

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Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL
 For the Seven Months Ending July 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
72525 INS - VEHICLE	0.00	0.00	1,900.00	1,900.00	100.00
TOTAL GENERAL EXPENSES	<u>12,458.92</u>	<u>72,070.74</u>	<u>138,850.00</u>	<u>66,779.26</u>	48.09
79000 OFFICE EQUIPMENT	0.00	0.00	5,000.00	5,000.00	100.00
79001 COMPUTER EQUIPMENT	1,934.63	9,988.07	26,000.00	16,011.93	61.58
79002 BUILDING EXPENSE	0.00	0.00	5,400.00	5,400.00	100.00
79990 CONTINGENCY	0.00	29.95	9,000.00	8,970.05	99.67
TOTAL CAPITAL INVESTMEN	<u>1,934.63</u>	<u>10,018.02</u>	<u>45,400.00</u>	<u>35,381.98</u>	77.93
TOTAL EXPENSES	<u>\$ (77,894.18)</u>	<u>\$ (458,293.02)</u>	<u>\$ (907,979.00)</u>	<u>(449,685.98)</u>	49.53

Caldwell County Appraisal District
EXPENSE STATEMENT - COLLECTION
 For the Seven Months Ending July 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
PERSONNEL					
90-70120 DEPUTY TAX COLLECTOR	\$ 3,791.66	\$ 26,541.62	\$ 45,500.00	18,958.38	41.67
90-70121 COLLECTION SPECIALIST	2,747.84	19,234.88	32,974.00	13,739.12	41.67
90-70126 PUBLIC ASSISTANT	2,372.00	16,404.00	27,264.00	10,860.00	39.83
90-70135 PAYROLL CONTINGENCY	0.00	0.00	1,200.00	1,200.00	100.00
TOTAL WAGES AND SALARIE	8,911.50	62,180.50	106,938.00	44,757.50	41.85
90-71000 PAYROLL TAX	667.48	4,667.11	8,500.00	3,832.89	45.09
90-71002 RETIREMENT/EMPLOYER	815.40	5,689.48	9,600.00	3,910.52	40.73
90-71004 HEALTH BENEFITS	894.46	5,058.36	17,500.00	12,441.64	71.10
90-71005 WORKER COMP	0.00	0.00	600.00	600.00	100.00
90-71006 UNEMPLOYMENT	56.15	111.87	2,100.00	1,988.13	94.67
DEDUCTIONS / BENEFITS	2,433.49	15,526.82	38,300.00	22,773.18	59.46
90-72002 AUDIT	0.00	1,679.00	1,840.00	161.00	8.75
90-72004 DATA PROCESSING SERVICES	0.00	9,577.50	12,000.00	2,422.50	20.19
90-72005 COUNTY EMPLOYEE CONTRA	1,086.95	7,608.65	12,000.00	4,391.35	36.59
90-72007 JANITORIAL SERVICE	122.82	950.82	2,300.00	1,349.18	58.66
90-72008 LEGAL SERVICES	0.00	0.00	2,300.00	2,300.00	100.00
TOTAL SERVICES	1,209.77	19,815.97	30,440.00	10,624.03	34.90
90-72500 BOND/ NOTARY	0.00	0.00	115.00	115.00	100.00
90-72501 MEMBERSHIP BTPE/TBPC	110.00	190.00	300.00	110.00	36.67
90-72502 COMPUTER SUPPLIES	0.00	0.00	1,845.00	1,845.00	100.00
90-72504 EDUCATION & FEES	0.00	1,045.00	2,200.00	1,155.00	52.50
90-72505 INSURANCE - LIABILITY	0.00	0.00	500.00	500.00	100.00
90-72506 INSURANCE EQUIP/CONTENT	0.00	0.00	300.00	300.00	100.00
90-72507 LEGAL NOTICES/PRINTING	218.93	364.08	8,000.00	7,635.92	95.45
90-72508 MAINT - HARDWARE/EQUIP	0.00	0.00	2,400.00	2,400.00	100.00
90-72509 MAINT - OFFICE EQUIP	0.00	849.00	1,200.00	351.00	29.25
90-72510 MILEAGE & TRAVEL	0.00	580.53	2,200.00	1,619.47	73.61
90-72511 OFFICE SUPPLIES	177.75	637.96	2,020.00	1,382.04	68.42
90-72512 POSTAGE	1,150.00	2,277.00	9,800.00	7,523.00	76.77
90-72513 POSTAGE METER/BOX RENTA	0.00	603.06	1,250.00	646.94	51.76
90-72515 RENTAL - COPIER	68.53	411.18	950.00	538.82	56.72
90-72516 ELECTRICITY	169.36	693.94	3,100.00	2,406.06	77.61
90-72517 TELEPHONE	385.32	1,681.71	2,600.00	918.29	35.32
90-72518 WATER & SEWER	26.11	121.53	400.00	278.47	69.62
90-72519 RENT OFFICE BUILDING	591.31	4,139.17	7,180.00	3,040.83	42.35
TOTAL GENERAL EXPENSES	2,897.31	13,594.16	46,360.00	32,765.84	70.68
90-79000 OFFICE EQUIPMENT	0.00	0.00	1,200.00	1,200.00	100.00
90-79001 COMPUTER EQUIPMENT	0.00	0.00	3,500.00	3,500.00	100.00
90-79002 BUILDING EXPENSE	0.00	0.00	1,800.00	1,800.00	100.00
90-79990 CONTINGENCY	0.00	50.00	2,000.00	1,950.00	97.50
TOTAL CAPITAL INVESTMEN	0.00	50.00	8,500.00	8,450.00	99.41
TOTAL EXPENSES	\$ (15,452.07)	\$ (111,167.45)	\$ (230,538.00)	(119,370.55)	51.78

For Management Purposes Only

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**Caldwell County Appraisal District
Cash Disbursements Journal
For the Period From Jul 1, 2013 to Jul 31, 2013**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Account Description	Name	Amount
7/1/13	005338	72519 90-72519 10000	RENT OFFICE BUILDING RENT OFFICE BUILDING First Lockhart Natl Bk- Oper	LOCKHART ISD	1,979.61 591.31 -2,570.92
7/1/13	005339	90-72005 10000	COUNTY EMPLOYEE CONTRACT First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	1,086.95 -1,086.95
7/1/13	005340	72517 90-72517 10000	TELEPHONE TELEPHONE First Lockhart Natl Bk- Oper	TIME WARNER CABLE	261.43 90.46 -351.89
7/1/13	005341	71004 10000	HEALTH BENEFITS First Lockhart Natl Bk- Oper	SBS Administrative Services	50.00 -50.00
7/1/13	005342	72516 90-72516 72518 90-72518 10000	ELECTRICITY ELECTRICITY WATER & SEWER WATER & SEWER First Lockhart Natl Bk- Oper	City of Lockhart	566.97 169.36 87.39 26.11 -849.83
7/1/13	005343	71004 90-71004 30028 10000	HEALTH BENEFITS HEALTH BENEFITS DEPN INS PAYABLE First Lockhart Natl Bk- Oper	United Health Care Ins Company	3,880.50 771.10 1,040.97 -5,692.57
7/1/13	005344	71004 90-71004 30029 10000	HEALTH BENEFITS HEALTH BENEFITS DENTAL INS First Lockhart Natl Bk- Oper	PRINCIPAL INSURANCE	229.31 61.68 711.42 -1,002.41
7/1/13	005345	72007 90-72007 10000	JANITORIAL SERVICES JANITORIAL SERVICE First Lockhart Natl Bk- Oper	Paradeaux Cleaning Services	411.18 122.82 -534.00
7/1/13	005346	72508 10000	MAINT - HARDWARE & EQUIPMENT First Lockhart Natl Bk- Oper	N Metzler Consulting	320.00 -320.00
7/1/13	005347	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	COMPBENEFITS	141.62 -141.62
7/1/13	005348	72517 10000	TELEPHONE First Lockhart Natl Bk- Oper	AT&T	98.31 -98.31
7/1/13	005349	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	AFLAC INS.	390.16 -390.16
7/1/13	005350	72507 10000	LEGAL NOTICES / PRINTING First Lockhart Natl Bk- Oper	LOCKHART POST-REGISTER	200.60 -200.60
7/1/13	005351	72511 90-72511 10000	OFFICE SUPPLIES OFFICE SUPPLIES First Lockhart Natl Bk- Oper	OFFICE DEPOT	17.67 5.27 -22.94
7/1/13	005352	79001 79001 10000	COMPUTER EQUIPMENT COMPUTER EQUIPMENT First Lockhart Natl Bk- Oper	CDW-G	1,851.92 196.23 -2,048.15
7/1/13	005353	72507 10000	LEGAL NOTICES / PRINTING First Lockhart Natl Bk- Oper	San Marcos Daily Record	153.44 -153.44
7/1/13	005354	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Christie Costello	31.64 -31.64
7/1/13	005355	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Jaclyn Archer	36.16 -36.16

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**Caldwell County Appraisal District
Cash Disbursements Journal
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Date	Check #	Account ID	Account Description	Name	Amount
7/1/13	005375	72517 10000	TELEPHONE First Lockhart Natl Bk- Oper	AT&T	98.23 -98.23
7/1/13	005387	72517 90-72517 72524 90-72501 72511 72001 72003 72507 90-72507 79001 10000	TELEPHONE TELEPHONE MAINT. - VEHICLE MEMBERSHIP BTPE/TBPC OFFICE SUPPLIES APPR REVIEW BOARD BOARD OF DIRECTORS LEGAL NOTICES / PRINTING LEGAL NOTICES/PRINTING COMPUTER EQUIPMENT First Lockhart Natl Bk- Oper	VISA CARD SERVICE CENTER	493.57 147.43 28.00 110.00 313.40 17.46 35.00 94.25 28.16 -113.52 -1,153.75
7/1/13	005388	72504 72504 10000	EDUCATION / FEES EDUCATION / FEES First Lockhart Natl Bk- Oper	Texas Assoc. Appraisal Districts	75.00 275.00 -350.00
7/1/13	005389	72512 90-72512 10000	POSTAGE POSTAGE First Lockhart Natl Bk- Oper	PITNEY BOWES	3,850.00 1,150.00 -5,000.00
7/1/13	005390	72008 10000	LEGAL SERVICES First Lockhart Natl Bk- Oper	Martinec, Winn, Vickers & McElro	1,050.00 -1,050.00
7/1/13	005391	71004 90-71004 30029 10000	HEALTH BENEFITS HEALTH BENEFITS DENTAL INS First Lockhart Natl Bk- Oper	PRINCIPAL INSURANCE	267.03 61.68 855.75 -1,184.46
7/5/13	005356	71006 90-71006 10000	UNEMPLOYMENT UNEMPLOYMENT First Lockhart Natl Bk- Oper	Texas Assoc. of Counties	217.22 56.15 -273.37
7/19/13	005357	72515 72515 90-72515 72515 10000	RENTAL COPIER RENTAL COPIER RENTAL - COPIER RENTAL COPIER First Lockhart Natl Bk- Oper	XEROX CORP	133.63 229.42 68.53 -431.58
7/19/13	005360	72000 10000	APPR ENGINEERS First Lockhart Natl Bk- Oper	THOS. Y. PICKETT & CO.	9,500.00 -9,500.00
7/19/13	005361	72508 10000	MAINT - HARDWARE & EQUIPMENT First Lockhart Natl Bk- Oper	Lone Star Office Solutions	357.73 -357.73
7/19/13	005362	72511 90-72511 10000	OFFICE SUPPLIES OFFICE SUPPLIES First Lockhart Natl Bk- Oper	OFFICE DEPOT	577.43 172.48 -749.91
7/19/13	005363	72004 10000	DATA PROCESSING SERVICES First Lockhart Natl Bk- Oper	Information Integration Experts, L	324.72 -324.72
7/19/13	005364	72507 10000	LEGAL NOTICES / PRINTING First Lockhart Natl Bk- Oper	LULING NEWSBOY	201.50 -201.50
7/19/13	005365	72501 10000	MEMBERSHIP BTPE/TBPC First Lockhart Natl Bk- Oper	Texas Dept. of Licensing and Re	110.00 -110.00
7/19/13	005366	72507 10000	LEGAL NOTICES / PRINTING First Lockhart Natl Bk- Oper	PRINTING SOLUTIONS	22.00 -22.00
7/19/13	005367	72517	TELEPHONE	VISA CARD SERVICE CENTER	493.57

**Caldwell County Appraisal District
Cash Disbursements Journal
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Date	Check #	Account ID	Account Description	Name	Amount
		90-72517	TELEPHONE		147.43
		72507	LEGAL NOTICES / PRINTING		638.67
		90-72507	LEGAL NOTICES/PRINTING		190.77
		72511	OFFICE SUPPLIES		29.32
		72001	APPR REVIEW BOARD		47.47
		10000	First Lockhart Natl Bk- Oper		-1,547.23
7/19/13	005368	72523	FUEL - VEHICLE	CALDWELL COUNTY TREASUR	205.92
		10000	First Lockhart Natl Bk- Oper		-205.92
7/19/13	005369	72524	MAINT. - VEHICLE	Ford Lockhart Motor Company	417.16
		72524	MAINT. - VEHICLE		30.95
		72524	MAINT. - VEHICLE		30.95
		10000	First Lockhart Natl Bk- Oper		-479.06
	Total				

Caldwell County Appraisal District
INCOME STATEMENT- APPRAISAL
 For the Seven Months Ending July 31, 2013 25.0%

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 62,140.41	\$ 82,853.88	20,713.47	25.00
CITY OF LULING	0.00	15,195.36	20,260.50	5,065.14	25.00
CITY OF MARTINDALE	0.00	3,951.18	5,268.24	1,317.06	25.00
CITY OF MUSTANG RIDGE	0.00	887.88	1,183.83	295.95	25.00
CITY OF NIEDERWALD	0.00	259.86	346.49	86.63	25.00
CITY OF UHLAND	0.00	530.73	468.15	(62.58)	(13.37)
CALDWELL COUNTY	0.00	219,399.63	292,532.86	73,133.23	25.00
LOCKHART ISD	0.00	218,627.61	291,503.50	72,875.89	25.00
LULING ISD	0.00	71,613.78	95,485.03	23,871.25	25.00
PRAIRIE LEA ISD	0.00	14,134.86	18,846.46	4,711.60	25.00
PLUM CREEK CONS DIST	0.00	3,968.31	5,291.07	1,322.76	25.00
PLUM CREEK UNDERGROU	0.00	4,019.07	5,358.75	1,339.68	25.00
GONZALES ISD	0.00	3,879.78	5,173.03	1,293.25	25.00
WEALDER ISD	0.00	3,265.71	4,354.29	1,088.58	25.00
SAN MARCOS ISD	0.00	27,733.59	36,978.11	9,244.52	25.00
HAYS ISD	0.00	9,078.47	9,078.47	0.00	0.00
GONZALES COUNTY UWD	0.00	159.69	212.91	53.22	25.00
CALDWELL-HAYS ESD1	0.00	5,538.62	5,191.64	(346.98)	(6.68)
CITY OF SAN MARCOS	0.00	1,362.33	1,816.45	454.12	25.00
CALDWELL ESD2	0.00	1,555.11	2,073.48	518.37	25.00
AUSTIN COMMUNITY COLL	0.00	412.38	549.86	137.48	25.00
Total Revenues	0.00	667,714.36	884,827.00	217,112.64	24.54
TOTAL BUDGET REV	\$ 0.00	\$ 667,714.36	\$ 884,827.00	217,112.64	24.54
COPIES MISC REVENUE	\$ (64.60)	\$ (1,010.96)	\$ 0.00	1,010.96	0.00
INTEREST INCOME REVENU	(305.71)	(846.23)	0.00	846.23	0.00
INVESTMENT INTEREST INC	(1.16)	(9.35)	0.00	9.35	0.00
TOTAL OTHER REVENUE	(371.47)	(1,866.54)	0.00	1,866.54	0.00

Caldwell County Appraisal District
INCOME STATEMENT- COLLECTION
 For the Seven Months Ending July 31, 2013 25.0%

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 16,613.55	\$ 22,151.40	5,537.85	25.00
CITY OF LULING	0.00	4,113.93	5,485.25	1,371.32	25.00
CITY OF MARTINDALE	0.00	1,056.36	1,408.49	352.13	25.00
CITY OF MUSTANG RIDGE	0.00	237.39	316.50	79.11	25.00
CITY OF NIEDERWALD	0.00	69.48	92.64	23.16	25.00
CITY OF UHLAND	0.00	62.58	125.16	62.58	50.00
CALDWELL COUNTY	0.00	58,657.59	78,210.13	19,552.54	25.00
LOCKHART ISD	0.00	58,451.19	77,934.93	19,483.74	25.00
LULING ISD	0.00	23,366.82	31,155.77	7,788.95	25.00
PRAIRIE LEA ISD	0.00	6,608.37	8,811.15	2,202.78	25.00
PLUM CREEK CONS DIST	0.00	1,060.95	1,414.59	353.64	25.00
PLUM CREEK UNDERGROUND	0.00	1,074.51	1,432.69	358.18	25.00
GONZALES COUNTY UWD	0.00	42.69	56.92	14.23	25.00
CALDWELL-HAYS ESD1	0.00	1,041.01	1,388.01	347.00	25.00
CALDWELL ESD2	0.00	415.77	554.36	138.59	25.00
Total Revenues	0.00	172,872.19	230,537.99	57,665.80	25.01
TAX CERTIFICATES	0.00	(160.00)	0.00	160.00	0.00
TOTAL TAX CERT. REVENUE	0.00	(160.00)	0.00	160.00	0.00
TOTAL BUDGET REVENUE	\$ 0.00	\$ 173,032.19	\$ 230,537.99	57,505.80	24.94
RETURN CHECK FEE	\$ (50.00)	\$ (350.00)	\$ 0.00	350.00	0.00
BUS PP RENDITION PENALTY	(26.80)	(1,117.48)	0.00	1,117.48	0.00
OFFICE RENTAL INCOME	(100.00)	(700.00)	0.00	700.00	0.00
TOTAL OTHER REVENUE	(176.80)	(2,167.48)	0.00	2,167.48	0.00
DELINQUENT ATTORNEY FEES- L	(21,789.69)	(21,789.69)	0.00	21,789.69	0.00
DELINQUENT ATTORNEY FEES- P	(9,975.03)	(9,975.03)	0.00	9,975.03	0.00
DELINQUENT ABSTRACT FEES- L	0.00	0.00	0.00	0.00	0.00
DELINQUENT ABSTRACT FEES- P	(150.00)	(150.00)	0.00	150.00	0.00
TOTAL DELINQUENT ATTORNEY	(31,914.72)	(31,914.72)	0.00	31,914.72	0.00

July 2013 Collections Report

Collections

Current Collections(2012)	\$153,565.91	Due to the fiscal year change for Lockhart ISD these collections do not include 2012 taxes for Lockhart ISD
Penalties & Interest	<u>\$ 16,995.58</u>	
Total	\$170,561.49	
Delinquent Collections(2011 & Prior)	\$119,016.41	This includes collections for the year 2012 for Lockhart ISD
Penalties & Interest	<u>\$ 27,145.69</u>	
Total	\$146,162.10	
Total Current/Delq.	\$316,723.59	**Lockhart ISD's Fiscal year is 7/1 to 6/30

Current Balance (2012)

Delinquent Balance (2011 & Prior)

Total 2011 Levy	\$23,135,385.63	Beginning Balance	\$5,295,568.03
Adjustments	\$ <51,436.74>	Adjustments	\$ <225,401.14>
Collections YTD	<u>\$22,055,788.44</u> 95.54%	Collections YTD	<u>\$1,081,612.88</u> 21.33%
Balance	\$ 1,028,160.45	Balance	\$3,988,554.01

*The Lockhart ISD 2012 levy, adjustments, and collections were taken out of the Current Balance column and the remaining 2012 levy balance was put into the Delinquent Balance column.

Payment Agreements

Total Agreements (as of the 1st of the month) - 129

New Agreements - 25

Agreements Paid in Full - 16

Defaulted Agreements (as of the end of the month) - 3

*When payment agreements are defaulted, they are given to the Delinquent Tax Attorney.

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CALDWELL COUNTY APPRAISAL DISTRICT

DATE: August 5, 2013

TO: All Taxing Unit Chief Administrators
CCAD Board of Directors

RE: Notice of public hearing to consider the proposed 2014 Appraisal District Budget

Enclosed you will find the proposed budgets for the Caldwell County Appraisal District for the year January 1, 2014 through December 31, 2014.

Entities that are considering substantial increases in tax levies for 2013 should be aware of the effect on the cost allocation of the appraisal district budget. The proposed budgets include the total costs of appraisal and tax collection.

The Board of Directors must approve the budget by September 15th.

Please note that the Tax Code requires that a copy of the proposed budget be available for public inspection in the office of each governing body served by the appraisal district.

This shall serve as notice pursuant to section 6.06(b) of the Texas Tax Code that the board of directors of the Caldwell County Appraisal District ("District") shall hold a public hearing to consider the 2014 District budget. The hearing will begin at 5:00 p.m. on August 20, 2013 in the Caldwell County Appraisal District office, 610 San Jacinto Street, Lockhart.

If you have any questions, please do not hesitate to contact Mary LaPoint, Chief Appraiser at the Caldwell County Appraisal District (512) 398-5550.

Respectfully,

Doug Shomette
Secretary, Board of Directors
Caldwell County Appraisal District

Encl:
2014 Proposed Appraisal Budget
Estimated Cost Allocation- Appraisal Budget
2014 Proposed Collection Budget
Estimated Cost Allocation – Collection Budget



610 San Jacinto Street
P.O. Box 900
Lockhart, Texas 78644
United States

PHONE (512) 398-5550
FAX (512) 398-5551
E-MAIL caldwellcad@lockhart.txed.net
WEB SITE <http://www.caldwellcad.org>

**CALDWELL COUNTY APPRAISAL DISTRICT
2014 PROPOSED BUDGET**

	PERSONNEL	2013	2014
70101	Chief Appraiser	70,000.00	70,000.00
70102	Deputy Chief Appraiser	45,000.00	46,350.00
70103	GIS Mapper/System Mgr/IT	55,300.00	56,683.00
70105	Field Appraiser II	29,907.00	30,655.00
70106	Senior Appraiser I	40,100.00	41,103.00
70107	Senior Appraiser II	36,220.00	37,126.00
70108	Field Appraiser I	31,956.00	32,755.00
70109	Field Appraiser	0.00	29,000.00
70111	Appraisal Support Super	43,350.00	44,651.00
70112	Data entry technician	28,115.00	28,818.00
70113	Support data entry	30,871.00	31,643.00
70120	911/GIS	36,000.00	36,900.00
70130	Part time	0.00	0.00
70135	Payroll contingency	9,000.00	2,000.00
	SUBTOTAL	455,819.00	487,684.00
	DEDUCTIONS/BENEFITS		
71000	Payroll Tax	\$39,000.00	\$41,200.00
71002	Retirement/ employer	\$43,000.00	\$45,000.00
71004	Health benefits	\$60,800.00	\$63,200.00
71005	Worker comp	\$1,750.00	\$1,750.00
71006	Unemployment	\$3,550.00	\$3,550.00
	SUBTOTAL	148,100.00	154,700.00
	SERVICES		
72000	Appr Engineers	\$38,000.00	\$38,000.00
72001	Appr Review Bd	\$10,500.00	\$10,200.00
72002	Audit	\$6,160.00	\$6,200.00
72003	Board of Directors	\$1,700.00	\$1,700.00
72004	Data Processing Services	\$42,400.00	\$45,468.00
72007	Janitorial service	\$6,050.00	\$6,050.00
72008	Legal	\$15,000.00	\$15,000.00
	SUBTOTAL	119,810.00	122,618.00

	GENERAL EXPENSES	2013	2014
72500	Bond- Chief - Notary	\$100.00	\$100.00
72501	Membership / Dues	\$2,700.00	\$2,800.00
72502	Computer supplies - data processing	\$6,000.00	\$6,000.00
72504	Education & fees	\$8,000.00	\$8,500.00
72505	Insurance - liability	\$1,500.00	\$1,500.00
72506	Insurance equip - contents of building	\$1,000.00	\$1,000.00
72507	Legal notices/printing	\$12,000.00	\$12,500.00
72508	Maint - hardware/equip	\$7,000.00	\$7,000.00
72509	Maint -office equip	\$2,000.00	\$2,000.00
72510	Mileage & travel	\$8,000.00	\$8,000.00
72511	Office supplies	\$6,500.00	\$7,000.00
72512	Postage	\$18,000.00	\$18,500.00
72513	Postage meter/Box rental	\$4,400.00	\$4,400.00
72514	Publications Subcrip & books	\$2,300.00	\$2,455.00
72515	Rental - copier	\$5,250.00	\$5,250.00
72516	Electricity	\$9,000.00	\$9,000.00
72517	Telephone	\$8,000.00	\$10,950.00
72518	Water & sewer	\$1,100.00	\$1,100.00
72519	Rent office building	\$23,800.00	\$23,800.00
72523	Fuel - Vehicle	\$6,300.00	\$6,300.00
72524	Maint - Vehicle	\$4,000.00	\$4,000.00
72525	Ins - vehicle	\$1,900.00	\$1,900.00
	SUBTOTAL	138,850.00	144,055.00
	CAPITAL INVESTMENTS		
79000	Office equipment	\$5,000.00	\$5,000.00
79001	Computer Equipment	\$26,000.00	\$9,000.00
79002	Building Expense	\$5,400.00	\$11,000.00
	SUBTOTAL	36,400.00	25,000.00
	CONTINGENCY		
79990	Contingency	\$9,000.00	\$9,000.00
	SUBTOTAL	9,000.00	9,000.00
	TOTAL EXPENSES	907,979.00	943,057.00
GCA	911 EXPENSES PAID BY COUNTY	23,152.00	24,150.00
		884,827.00	918,907.00

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PERSONNEL SALARY & BENEFIT EXPENSE
APPRAISAL BUDGET (2014 Proposed)

LINE ITEM	POSITION	SALARY	RETIREMENT	HEALTH INS	AD/LTD	TOTAL
70101	Chief Appraiser	70,000.00	6,440.00	5,000.00	450.00	81,890.00
70102	Deputy Chief Appraiser	46,350.00	4,264.20	5,000.00	400.00	56,014.20
70103	GIS Mapper/System Mgr/IT	56,683.00	5,214.84	5,000.00	400.00	67,297.84
70105	Field Appraiser II	30,655.00	2,820.26	5,000.00	195.00	38,670.26
70106	Senior Appraiser I	41,103.00	3,781.48	5,000.00	240.00	50,124.48
70107	Senior Appraiser II	37,126.00	3,415.59	5,000.00	200.00	45,741.59
70108	Field Appraiser I	32,755.00	3,013.46	5,000.00	300.00	41,068.46
70109	Field Appraiser	29,000.00	2,668.00	5,000.00	195.00	36,863.00
70111	Appraisal Support Super	44,651.00	4,107.89	5,000.00	185.00	53,943.89
70112	Data entry technician	28,818.00	2,651.26	5,000.00	240.00	36,709.26
70113	Support data entry	31,643.00	2,911.16	5,000.00	195.00	39,749.16
70120	911/GIS	36,900.00	3,394.80	5,000.00	200.00	45,494.80
70135	Payroll contingency	2,000.00	0	0	0	2,000.00
		487,684.00	44,682.93	60,000.00	3,200.00	595,566.93

Note Payroll contingency to be used for staff certification.

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2014 APPRAISAL BUDGET ALLOCATION

Caldwell County Appraisal District PROPOSED Budget

ENTITIES	2012 TAX LEVY	RATIO %	2014 BUDGET	ASSESSMENT
CITY OF LOCKHART	\$3,358,263.12	9.364%	\$918,907.00	\$86,045.08
CITY OF LULING	\$821,205.74	2.290%	\$918,907.00	\$21,040.85
CITY OF MARTINDALE	\$213,534.12	0.595%	\$918,907.00	\$5,471.15
CITY OF MUSTANG RIDGE	\$47,983.38	0.134%	\$918,907.00	\$1,229.43
CITY OF NIEDERWALD	\$14,044.25	0.039%	\$918,907.00	\$359.84
CITY OF SAN MARCOS	\$73,625.00	0.205%	\$918,907.00	\$1,886.41
CITY OF UHLAND	\$18,975.31	0.053%	\$918,907.00	\$486.18
CALDWELL COUNTY	\$11,857,045.90	33.061%	\$918,907.00	\$303,800.05
LOCKHART ISD	\$11,815,323.60	32.945%	\$918,907.00	\$302,731.05
LULING ISD	\$3,870,233.27	10.791%	\$918,907.00	\$99,162.73
PRAIRIE LEA ISD	\$763,891.60	2.130%	\$918,907.00	\$19,572.35
PLUM CREEK CONS. DIST.	\$214,459.39	0.598%	\$918,907.00	\$5,494.86
PLUM CREEK UNDERGROUND	\$217,202.57	0.606%	\$918,907.00	\$5,565.14
HAYS ISD	\$367,971.96	1.026%	\$918,907.00	\$9,428.14
GONZALES ISD	\$209,675.07	0.585%	\$918,907.00	\$5,372.27
SAN MARCOS ISD	\$1,498,809.94	4.179%	\$918,907.00	\$38,402.36
WAEELDER ISD	\$176,489.64	0.492%	\$918,907.00	\$4,522.00
CALDWELL-HAYS ESD1	\$210,429.20	0.587%	\$918,907.00	\$5,391.60
GONZALES COUNTY UWD	\$8,629.56	0.024%	\$918,907.00	\$221.11
CALDWELL ESD2	\$84,043.12	0.234%	\$918,907.00	\$2,153.34
AUSTIN COMMUNITY COLLEGE	\$22,287.11	0.062%	\$918,907.00	\$571.04
TOTALS	\$35,864,122.85	100.00%	\$918,907.00	\$918,907.00

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**CALDWELL COUNTY APPRAISAL DISTRICT
2014 PROPOSED COLLECTION BUDGET**

	PERSONNEL	2013	2014
90-70120	Deputy Tax Collector	45,500.00	47,320.00
90-70121	Collections Specialist	32,974.00	33,799.00
90-70126	Public Assist	28,464.00	29,176.00
90-70130	Part time	0.00	0.00
90-70135	Payroll contingency	0.00	0.00
	SUBTOTAL	106,938.00	110,295.00
	DEDUCTIONS/BENEFITS		
90-71000	Payroll Tax	8,500.00	8,850.00
90-71002	Retirement/ employer	9,600.00	10,200.00
90-71004	Health benefits	17,500.00	17,500.00
90-71005	Worker comp	600.00	650.00
90-71006	Unemployment	2,100.00	2,200.00
	SUBTOTAL	38,300.00	39,400.00
	SERVICES		
90-72002	Audit	1,840.00	1,850.00
90-72004	Data Processing Services	12,000.00	13,800.00
90-72005	County employee contract	12,000.00	14,000.00
90-72007	Janitorial service	2,300.00	2,300.00
90-72008	Legal	2,300.00	2,300.00
	SUBTOTAL	30,440.00	34,250.00
	GENERAL EXPENSES		
90-72500	Bond- Chief - Notary	115.00	150.00
90-72501	Membership / Dues	300.00	525.00
90-72502	Computer supplies - data processing	1,845.00	2,000.00
90-72504	Education & fees	2,200.00	2,200.00
90-72505	Insurance - liability	500.00	600.00
90-72506	Insurance equip - contents of building	300.00	300.00
90-72507	Legal notices/printing	8,000.00	8,500.00
90-72508	Maint - hardware/equip	2,400.00	2,400.00
90-72509	Maint -office equip	1,200.00	1,200.00
90-72510	Mileage & travel	2,200.00	2,800.00
90-72511	Office supplies	2,020.00	2,400.00
90-72512	Postage	9,800.00	13,000.00
90-72513	Postage meter/Box rental	1,250.00	1,400.00
90-72515	Rental - copier	950.00	950.00
90-72516	Electricity	3,100.00	3,300.00
90-72517	Telephone	2,600.00	2,700.00
90-72518	Water & sewer	400.00	425.00
90-72519	Rent office building	7,180.00	7,180.00
	SUBTOTAL	46,360.00	52,030.00
	CAPITAL INVESTMENTS		
90-79000	Office equipment	1,200.00	1,300.00
90-79001	Computer Equipment	3,500.00	3,500.00
90-79002	Building Expense	1,800.00	2,500.00
	SUBTOTAL	6,500.00	7,300.00
	CONTINGENCY		
90-79990	Contingency	\$2,000.00	\$2,300.00
	SUBTOTAL	2,000.00	2,300.00
	TOTAL EXPENSES	230,538.00	245,575.00

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PERSONNEL SALARY & BENEFIT EXPENSE
COLLECTION BUDGET (2014 Proposed)

LINE ITEM	POSITION	SALARY	RETIREMENT	HEALTH INS	AD/LTD	TOTAL
90-70120	Deputy Tax Collector	47,320.00	4,353.44	5,000.00	320.00	56,993.44
90-70121	Collection Specialist	33,799.00	3,109.51	5,000.00	210.00	42,118.51
90-70126	Public Asst. Specialist	29,176.00	2,684.19	5,000.00	195.00	37,055.19
90-70135	Payroll contingency	0.00				1,200.00
		110,295.00	10,147.14	15,000.00	725.00	137,367.14

2014 COLLECTION BUDGET ALLOCATION

Caldwell County Appraisal District PROPOSED Budget

ENTITIES	2012 TAX LEVY	RATIO %	2014 BUDGET	ASSESSMENT
CITY OF LOCKHART	\$3,358,263.12	9.609%	\$245,575.00	\$23,596.24
CITY OF LULING	\$831,590.47	2.379%	\$245,575.00	\$5,843.02
CITY OF MARTINDALE	\$213,534.12	0.611%	\$245,575.00	\$1,500.36
CITY OF MUSTANG RIDGE	\$47,983.38	0.137%	\$245,575.00	\$337.15
CITY OF NIEDERWALD	\$14,044.25	0.040%	\$245,575.00	\$98.68
CITY OF UHLAND	\$18,975.31	0.054%	\$245,575.00	\$133.33
CALDWELL ESD2	\$84,043.12	0.240%	\$245,575.00	\$590.51
CALDWELL-HAYS ESD1	\$210,429.20	0.602%	\$245,575.00	\$1,478.54
CALDWELL COUNTY	\$11,857,045.90	33.925%	\$245,575.00	\$83,311.44
LOCKHART ISD	\$11,815,323.60	33.806%	\$245,575.00	\$83,018.29
LULING ISD	\$4,723,370.66	13.514%	\$245,575.00	\$33,187.93
PRAIRIE LEA ISD	\$1,335,814.58	3.822%	\$245,575.00	\$9,385.87
GONZALES COUNTY UWD	\$8,629.56	0.025%	\$245,575.00	\$60.63
PLUM CREEK CONS DIST	\$214,459.39	0.614%	\$245,575.00	\$1,506.86
PLUM CREEK UWD	\$217,202.57	0.621%	\$245,575.00	\$1,526.14
TOTALS	\$34,950,709.23	100.00%	\$245,575.00	\$245,575.00

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