

# CALDWELL COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

## AGENDA

NOTICE OF PUBLIC MEETING  
ON MAY 28, 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, MAY 28, 2013, AT 5:30 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. Discussion and consideration regarding the 2014 Appraisal and Collection Budgets.
3. Approve Minutes of April 23, 2013 meeting.
4. Financial Report.
5. Collection Report.
6. Quarterly 911 Report

### EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

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

Pursuant to Texas Government Code Section 551.074

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

### OPEN SESSION

9. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.
10. Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.
11. Consideration of and possible action regarding adopting amendment to 2012 budget to transfer money to fund line items where short.
12. Discussion regarding proposal for the purchase of land and building construction for CCAD office.
13. Chief Appraiser's Report.
  - a. PAC's conversion.
  - b. Appraisal update.
  - c. Collection update.
14. Board requests for future agenda items. *(No action or discussion may occur during this item)*
15. 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  
May 28, 2013**

CALL TO ORDER

1. Public Comments.
2. Discussion and consideration regarding the 2014 Appraisal and Collection Budget.
3. Approve Minutes of April 23, 2013 meeting.  
3a-3c
4. Financial Report.  
4a-4g
5. Collection Report.  
5a
6. Quarterly 911 Report.  
6a

EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

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

Pursuant to Texas Government Code Section 551.074

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

OPEN SESSION

9. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.
10. Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.
11. Consideration and possible action regarding adopting amendment to 2012 budget to transfer money to fund line items where short.  
11a-11b
12. Discussion regarding proposal for the purchase of land and building construction for CCAD office.  
12a-12f
13. Chief Appraiser's Report.
  - a. PAC's conversion.
  - b. Appraisal update
  - c. Collection update.
14. Board requests for future agenda items. *(No action or discussion may occur during this item)*
15. Adjourn.

**CALDWELL COUNTY TAX APPRAISAL DISTRICT  
MINUTES OF MEETING  
April 23, 2013**

The Board of Directors of the Caldwell County Appraisal District met in regular session on April 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 Hye Brown, Bill Watson, Frank Hinds, Al Perez and Doug Shomette, Chief Appraiser Mary LaPoint, Deputy Tax Collector/Recording Secretary Vicki Schneider, and public citizens.

Call to Order

Item #1 Public Comments.

Mr. Peter Reinecke stated that he would like to see the agenda packet on the Appraisal Districts website. He stated that the Commissioners Court was doing this.

Item #2 Approve Minutes of March 26, 2013 meeting.

Frank Hinds made a motion, seconded by Bill Watson, to approve the minutes of March 26, 2013. Motion carried 5-0-0.

Item #3 Financial Report.

Mary LaPoint presented the March 2013 Financial Reports.

Frank Hinds made a motion, seconded by Doug Shomette, to approve the March 2013 Financial Report. Motion carried 5-0-0.

Item #4 Collection Report January 2013.

Frank Hinds made a motion, seconded by Al Perez, to approve the March 2013 Collection Report. Motion carried 5-0-0.

Item #5 Quarterly Investment Report.

Mary LaPoint presented the Quarterly Investment Report.

Frank Hinds made a motion, seconded by Al Perez, to approve the Quarterly Investment Report. Motion carried 5-0-0.

Item #6 Quarterly Delinquent Tax Collection Report.

Sarah Haney with Linebarger Law Firm presented the Quarterly Delinquent Tax Collection Report.

EXECUTIVE SESSION

Pursuant to Texas Government Code Section 551.074

Item #7 Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser

Pursuant to Texas Government Code Section 551.074

Item #8 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 #9 Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

None.

Item #10 Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

None.

Item #11 Review and possible approval of the 2012 Financial Statements and Auditor's Report.

Ms. Diane Terrell of Davis & Kinard presented and discussed the 2012 Audit with the Board.

Al Perez made a motion, seconded by Frank Hinds, to approve the 2012 Financial Statements and Auditor's Report. Motion carried 5-0-0.

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

The Board decided to have a Budget Workshop at 5:30pm before the regular Board Meeting on May 28, 2013.

Item #13 Consideration of and possible action regarding amendment to 2013 budget to transfer money to fund line items that were short.

Tabled.

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

Mary LaPoint let the Board know that she was still working on getting the RFP completed for the feasibility study.

Item #15 Chief Appraiser Report.

- a. Status of mailing 2013 notice of appraised value – should mail by April 29th
- b. Collections update – purge of delinquent taxes per code

Item #16 Board requests for future agenda items.

Al Perez would like to have on the agenda an item for the RFP so the Board could look at it before it gets published.

Item #17 Adjourn

Frank Hinds made a motion, seconded by Doug Shomette, to adjourn. Motion carried 5-0-0.

Meeting adjourned 6:45 p.m.

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Chairman

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Secretary

Caldwell County Appraisal District  
**EXPENSE STATEMENT- APPRAISAL**  
 For the Four Months Ending April 30, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
70101 CHIEF APPRAISER	\$ 5,833.34	\$ 23,333.36	\$ 70,000.00	46,666.64	66.67
70102 DEPUTY CHIEF APPRAISER	3,750.00	15,000.00	45,000.00	30,000.00	66.67
70103 SYSTEM MGR/MAPPER	4,608.34	18,433.36	55,300.00	36,866.64	66.67
70105 FIELD APPRAISER II	0.00	3,993.64	29,907.00	25,913.36	86.65
70106 SENIOR APPRAISER I	3,175.00	12,700.00	40,100.00	27,400.00	68.33
70107 SENIOR APPRAISER II	3,018.34	12,073.36	36,220.00	24,146.64	66.67
70108 FIELD APPRAISER I	2,663.00	10,652.00	31,956.00	21,304.00	66.67
70109 FIELD APPRAISER	0.00	0.00	0.00	0.00	0.00
70111 APPRAISAL SUPPORT SUPER	3,612.50	14,450.00	43,350.00	28,900.00	66.67
70112 DATA ENTRY TECHNICIAN	2,035.41	8,207.26	28,115.00	19,907.74	70.81
70113 SUPPORT TECH	2,572.58	10,290.32	30,871.00	20,580.68	66.67
70120 911/GIS	(983.19)	1,554.50	36,000.00	34,445.50	95.68
70135 PAYROLL CONTINGENCY	0.00	0.00	9,000.00	9,000.00	100.00
<b>TOTAL WAGES AND SALARIE</b>	<b>30,285.32</b>	<b>130,687.80</b>	<b>455,819.00</b>	<b>325,131.20</b>	<b>71.33</b>
71000 PAYROLL TAX	2,454.00	10,112.88	39,000.00	28,887.12	74.07
71002 RETIREMENT / EMPLOYER	3,112.78	12,840.00	43,000.00	30,160.00	70.14
71004 HEALTH BENEFITS	4,159.81	17,064.08	60,800.00	43,735.92	71.93
71005 WORKERS COMP	0.00	150.00	1,750.00	1,600.00	91.43
71006 UNEMPLOYMENT	0.00	223.25	3,550.00	3,326.75	93.71
<b>DEDUCTIONS / BENEFITS</b>	<b>9,726.59</b>	<b>40,390.21</b>	<b>148,100.00</b>	<b>107,709.79</b>	<b>72.73</b>
72000 APPR ENGINEERS	0.00	9,500.00	38,000.00	28,500.00	75.00
72001 APPR REVIEW BOARD	20.00	335.00	10,500.00	10,165.00	96.81
72002 AUDIT	0.00	0.00	6,160.00	6,160.00	100.00
72003 BOARD OF DIRECTORS	16.19	99.85	1,700.00	1,600.15	94.13
72004 DATA PROCESSING SERVICES	1,137.26	21,668.86	42,400.00	20,731.14	48.89
72007 JANITORIAL SERVICES	462.00	1,848.00	6,050.00	4,202.00	69.45
72008 LEGAL SERVICES	0.00	135.05	15,000.00	14,864.95	99.10
<b>TOTAL SERVICES</b>	<b>1,635.45</b>	<b>33,586.76</b>	<b>119,810.00</b>	<b>86,223.24</b>	<b>71.97</b>
72500 BOND CHIEF/NOTARY	0.00	0.00	100.00	100.00	100.00
72501 MEMBERSHIP BTPE/TBPC	105.00	1,170.00	2,700.00	1,530.00	56.67
72502 COMPUTER SUPPLIES	103.60	674.88	6,000.00	5,325.12	88.75
72503 DEED/ARCHIVE	0.00	0.00	0.00	0.00	0.00
72504 EDUCATION / FEES	715.00	2,215.00	8,000.00	5,785.00	72.31
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	1,275.90	4,709.77	12,000.00	7,290.23	60.75
72508 MAINT - HARDWARE & EQUIP	320.00	1,927.00	7,000.00	5,073.00	72.47
72509 MAINT - OFFICE EQUIPMENT	0.00	0.00	2,000.00	2,000.00	100.00
72510 MILEAGE & TRAVEL	291.53	669.57	8,000.00	7,330.43	91.63
72511 OFFICE SUPPLIES	177.26	1,379.57	6,500.00	5,120.43	78.78
72512 POSTAGE	3,773.00	4,610.24	18,000.00	13,389.76	74.39
72513 POSTAGE METER/BOX RENTA	1,009.47	1,259.47	4,400.00	3,140.53	71.38
72514 SUBSCRIPTION & BOOKS	555.00	844.95	2,300.00	1,455.05	63.26
72515 RENTAL COPIER	489.43	1,092.94	5,250.00	4,157.06	79.18
72516 ELECTRICITY	463.43	1,305.96	9,000.00	7,694.04	85.49
72517 TELEPHONE	896.86	2,767.86	8,000.00	5,232.14	65.40
72518 WATER & SEWER	83.19	242.89	1,100.00	857.11	77.92
72519 RENT OFFICE BUILDING	1,979.61	7,918.44	23,800.00	15,881.56	66.73
72523 FUEL - VEHICLE	978.74	1,484.53	6,300.00	4,815.47	76.44
72524 MAINT. - VEHICLE	21.39	35.89	4,000.00	3,964.11	99.10

For Management Purposes Only

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Caldwell County Appraisal District  
**EXPENSE STATEMENT- APPRAISAL**  
 For the Four Months Ending April 30, 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	13,238.41	34,308.96	138,850.00	104,541.04	75.29
79000 OFFICE EQUIPMENT	0.00	0.00	5,000.00	5,000.00	100.00
79001 COMPUTER EQUIPMENT	5,810.45	5,855.87	26,000.00	20,144.13	77.48
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	5,810.45	5,885.82	45,400.00	39,514.18	87.04
TOTAL EXPENSES	\$ (60,696.22)	\$ (244,859.55)	\$ (907,979.00)	(663,119.45)	73.03

Caldwell County Appraisal District  
**EXPENSE STATEMENT - COLLECTION**  
 For the Four Months Ending April 30, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
<b>PERSONNEL</b>					
90-70120 DEPUTY TAX COLLECTOR	\$ 3,791.66	\$ 15,166.64	\$ 45,500.00	30,333.36	66.67
90-70121 COLLECTION SPECIALIST	2,747.84	10,991.36	32,974.00	21,982.64	66.67
90-70126 PUBLIC ASSISTANT	2,372.00	9,288.00	27,264.00	17,976.00	65.93
90-70135 PAYROLL CONTINGENCY	0.00	0.00	1,200.00	1,200.00	100.00
<b>TOTAL WAGES AND SALARIE</b>	<b>8,911.50</b>	<b>35,446.00</b>	<b>106,938.00</b>	<b>71,492.00</b>	<b>66.85</b>
90-71000 PAYROLL TAX	670.00	2,664.68	8,500.00	5,835.32	68.65
90-71002 RETIREMENT/EMPLOYER	815.39	3,243.28	9,600.00	6,356.72	66.22
90-71004 HEALTH BENEFITS	832.78	3,331.12	17,500.00	14,168.88	80.97
90-71005 WORKER COMP	0.00	0.00	600.00	600.00	100.00
90-71006 UNEMPLOYMENT	0.00	55.72	2,100.00	2,044.28	97.35
<b>DEDUCTIONS / BENEFITS</b>	<b>2,318.17</b>	<b>9,294.80</b>	<b>38,300.00</b>	<b>29,005.20</b>	<b>75.73</b>
90-72002 AUDIT	0.00	0.00	1,840.00	1,840.00	100.00
90-72004 DATA PROCESSING SERVICES	0.00	6,000.00	12,000.00	6,000.00	50.00
90-72005 COUNTY EMPLOYEE CONTRA	1,086.95	4,347.80	12,000.00	7,652.20	63.77
90-72007 JANITORIAL SERVICE	138.00	552.00	2,300.00	1,748.00	76.00
90-72008 LEGAL SERVICES	0.00	0.00	2,300.00	2,300.00	100.00
<b>TOTAL SERVICES</b>	<b>1,224.95</b>	<b>10,899.80</b>	<b>30,440.00</b>	<b>19,540.20</b>	<b>64.19</b>
90-72500 BOND/ NOTARY	0.00	0.00	115.00	115.00	100.00
90-72501 MEMBERSHIP BTPE/TBPC	0.00	0.00	300.00	300.00	100.00
90-72502 COMPUTER SUPPLIES	0.00	0.00	1,845.00	1,845.00	100.00
90-72504 EDUCATION & FEES	510.00	510.00	2,200.00	1,690.00	76.82
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	0.00	145.15	8,000.00	7,854.85	98.19
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	212.71	486.74	2,200.00	1,713.26	77.88
90-72511 OFFICE SUPPLIES	99.14	365.77	2,020.00	1,654.23	81.89
90-72512 POSTAGE	1,127.00	1,127.00	9,800.00	8,673.00	88.50
90-72513 POSTAGE METER/BOX RENTA	301.53	301.53	1,250.00	948.47	75.88
90-72515 RENTAL - COPIER	68.53	205.59	950.00	744.41	78.36
90-72516 ELECTRICITY	138.43	390.10	3,100.00	2,709.90	87.42
90-72517 TELEPHONE	241.16	814.12	2,600.00	1,785.88	68.69
90-72518 WATER & SEWER	24.85	72.56	400.00	327.44	81.86
90-72519 RENT OFFICE BUILDING	591.31	2,365.24	7,180.00	4,814.76	67.06
<b>TOTAL GENERAL EXPENSES</b>	<b>3,314.66</b>	<b>7,632.80</b>	<b>46,360.00</b>	<b>38,727.20</b>	<b>83.54</b>
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	50.00	50.00	2,000.00	1,950.00	97.50
<b>TOTAL CAPITAL INVESTMEN</b>	<b>50.00</b>	<b>50.00</b>	<b>8,500.00</b>	<b>8,450.00</b>	<b>99.41</b>
<b>TOTAL EXPENSES</b>	<b>\$ (15,819.28)</b>	<b>\$ (63,323.40)</b>	<b>\$ (230,538.00)</b>	<b>(167,214.60)</b>	<b>72.53</b>

For Management Purposes Only

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**Caldwell County Appraisal District**  
**Cash Disbursements Journal**  
**For the Period From Apr 1, 2013 to Apr 30, 2013**

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

Date	Check #	Account ID	Account Description	Name	Amount
4/2/13	005203	90-79990 10000	CONTINGENCY First Lockhart Natl Bk- Oper	Caldwell County Appraisal Dst	50.00 -50.00
4/9/13	005210	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
4/9/13	005211	72517 10000	TELEPHONE First Lockhart Natl Bk- Oper	AT&T Mobility	98.49 -98.49
4/9/13	005212	72007 90-72007 10000	JANITORIAL SERVICES JANITORIAL SERVICE First Lockhart Natl Bk- Oper	Paradeaux Cleaning Services	462.00 138.00 -600.00
4/9/13	005213	71004 10000	HEALTH BENEFITS First Lockhart Natl Bk- Oper	SBS Administrative Services	50.00 -50.00
4/9/13	005214	72517 90-72517 10000	TELEPHONE TELEPHONE First Lockhart Natl Bk- Oper	TIME WARNER CABLE	293.87 90.46 -384.33
4/9/13	005215	72515 72515 90-72515 10000	RENTAL COPIER RENTAL COPIER RENTAL - COPIER First Lockhart Natl Bk- Oper	XEROX CORP	127.70 229.42 68.53 -425.65
4/9/13	005216	79001 10000	COMPUTER EQUIPMENT First Lockhart Natl Bk- Oper	TRUE AUTOMATION - Harris Co	5,810.45 -5,810.45
4/9/13	005217	72514 10000	SUBSCRIPTION & BOOKS First Lockhart Natl Bk- Oper	JUST TEXAS	503.00 -503.00
4/9/13	005218	90-72005 10000	COUNTY EMPLOYEE CONTRACT First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	1,086.95 -1,086.95
4/10/13	005219	72513 90-72513 10000	POSTAGE METER/BOX RENTAL POSTAGE METER/BOX RENTAL First Lockhart Natl Bk- Oper	Pitney Bowes	1,009.47 301.53 -1,311.00
4/10/13	005220	72512 90-72512 10000	POSTAGE POSTAGE First Lockhart Natl Bk- Oper	PITNEY BOWES	3,773.00 1,127.00 -4,900.00
4/10/13	005221	72508 10000	MAINT - HARDWARE & EQUIPMENT First Lockhart Natl Bk- Oper	N Metzler Consulting	320.00 -320.00
4/10/13	005222	72523 10000	FUEL - VEHICLE First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	446.74 -446.74
4/10/13	005223	72515 10000	RENTAL COPIER First Lockhart Natl Bk- Oper	XEROX CORP	132.31 -132.31
4/10/13	005224	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Jaclyn Archer	45.20 -45.20
4/10/13	005225	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Kristie Edwards	39.55 -39.55
4/10/13	005226	72501 10000	MEMBERSHIP BTPE/TBPC First Lockhart Natl Bk- Oper	Texas Dept. of Licensing and Re	105.00 -105.00
4/10/13	005227	72504 90-72504 10000	EDUCATION / FEES EDUCATION & FEES First Lockhart Natl Bk- Oper	Texas Assoc. Assessing Officers	715.00 510.00 -1,225.00

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**Caldwell County Appraisal District  
Cash Disbursements Journal  
For the Period From Apr 1, 2013 to Apr 30, 2013**

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

Date	Check #	Account ID	Account Description	Name	Amount
4/10/13	005228	72517	TELEPHONE	VISA CARD SERVICE CENTER	504.50
		90-72517	TELEPHONE		150.70
		72004	DATA PROCESSING SERVICES		866.76
		72004	DATA PROCESSING SERVICES		64.94
		90-72511	OFFICE SUPPLIES		99.14
		72510	MILEAGE & TRAVEL		206.78
		90-72510	MILEAGE & TRAVEL		212.71
		72003	BOARD OF DIRECTORS		16.19
		72524	MAINT. - VEHICLE		21.39
		10000	First Lockhart Natl Bk- Oper		-2,143.11
4/29/13	005231	72507	LEGAL NOTICES / PRINTING	LOCKHART POST-REGISTER	30.60
		72514	SUBSCRIPTION & BOOKS		52.00
		10000	First Lockhart Natl Bk- Oper		-82.60
4/29/13	005232	72004	DATA PROCESSING SERVICES	Information Integration Experts, L	205.56
		10000	First Lockhart Natl Bk- Oper		-205.56
4/29/13	005233	72502	COMPUTER SUPPLIES	Lone Star Office Solutions	59.95
		10000	First Lockhart Natl Bk- Oper		-59.95
4/29/13	005234	72511	OFFICE SUPPLIES	OFFICE DEPOT	163.76
		10000	First Lockhart Natl Bk- Oper		-163.76
4/29/13	005235	72001	APPR REVIEW BOARD	LOGOS	20.00
		72511	OFFICE SUPPLIES		13.50
		10000	First Lockhart Natl Bk- Oper		-33.50
4/29/13	005236	72502	COMPUTER SUPPLIES	CDW-G	43.65
		10000	First Lockhart Natl Bk- Oper		-43.65
4/29/13	005237	72507	LEGAL NOTICES / PRINTING	BUSINESS FORM SOLUTIONS	650.30
		72507	LEGAL NOTICES / PRINTING		595.00
		10000	First Lockhart Natl Bk- Oper		-1,245.30
4/29/13	005238	72523	FUEL - VEHICLE	CALDWELL COUNTY TREASUR	532.00
		10000	First Lockhart Natl Bk- Oper		-532.00
4/29/13	005239	72516	ELECTRICITY	City of Lockhart	463.43
		90-72516	ELECTRICITY		138.43
		72518	WATER & SEWER		83.19
		90-72518	WATER & SEWER		24.85
		10000	First Lockhart Natl Bk- Oper		-709.90
4/30/13	005245	30027	SUPPLEMENTAL INS PAYABLE	AFLAC INS.	390.16
		10000	First Lockhart Natl Bk- Oper		-390.16
4/30/13	005246	30027	SUPPLEMENTAL INS PAYABLE	COMPBENEFITS	141.62
		10000	First Lockhart Natl Bk- Oper		-141.62
4/30/13	005247	71004	HEALTH BENEFITS	PRINCIPAL INSURANCE	229.31
		90-71004	HEALTH BENEFITS		61.68
		30029	DENTAL INS		645.40
		10000	First Lockhart Natl Bk- Oper		-936.39
4/30/13	005248	71004	HEALTH BENEFITS	United Health Care Ins Company	3,880.50
		90-71004	HEALTH BENEFITS		771.10
		30028	DEPN INS PAYABLE		1,040.97
		10000	First Lockhart Natl Bk- Oper		-5,692.57

**Total**

4e

Caldwell County Appraisal District  
**INCOME STATEMENT- APPRAISAL**  
 For the Four Months Ending April 30, 2013 25.0%

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
<b>Revenues</b>					
CITY OF LOCKHART	\$ 0.00	\$ 41,426.94	\$ 82,853.88	41,426.94	50.00
CITY OF LULING	0.00	10,130.24	20,260.50	10,130.26	50.00
CITY OF MARTINDALE	0.00	2,634.12	5,268.24	2,634.12	50.00
CITY OF MUSTANG RIDGE	0.00	591.92	1,183.83	591.91	50.00
CITY OF NIEDERWALD	0.00	173.24	346.49	173.25	50.00
CITY OF UHLAND	0.00	468.15	468.15	0.00	0.00
CALDWELL COUNTY	0.00	146,266.42	292,532.86	146,266.44	50.00
LOCKHART ISD	0.00	145,751.74	291,503.50	145,751.76	50.00
LULING ISD	0.00	47,742.52	95,485.03	47,742.51	50.00
PRAIRIE LEA ISD	0.00	9,423.24	18,846.46	9,423.22	50.00
PLUM CREEK CONS DIST	0.00	2,645.54	5,291.07	2,645.53	50.00
PLUM CREEK UNDERGROU	0.00	2,679.38	5,358.75	2,679.37	50.00
GONZALES ISD	0.00	2,586.52	5,173.03	2,586.51	50.00
WEALDER ISD	0.00	2,177.14	4,354.29	2,177.15	50.00
SAN MARCOS ISD	0.00	18,489.06	36,978.11	18,489.05	50.00
HAYS ISD	0.00	9,078.47	9,078.47	0.00	0.00
GONZALES COUNTY UWD	0.00	106.46	212.91	106.45	50.00
CALDWELL-HAYS ESD1	0.00	5,191.62	5,191.64	0.02	0.00
CITY OF SAN MARCOS	0.00	908.22	1,816.45	908.23	50.00
CALDWELL ESD2	0.00	1,036.74	2,073.48	1,036.74	50.00
AUSTIN COMMUNITY COLL	0.00	274.92	549.86	274.94	50.00
<b>Total Revenues</b>	<b>0.00</b>	<b>449,782.60</b>	<b>884,827.00</b>	<b>435,044.40</b>	<b>49.17</b>
<b>TOTAL BUDGET REV</b>	<b>\$ 0.00</b>	<b>\$ 449,782.60</b>	<b>\$ 884,827.00</b>	<b>435,044.40</b>	<b>49.17</b>
COPIES MISC REVENUE	\$ (253.10)	\$ (509.06)	\$ 0.00	509.06	0.00
INTEREST INCOME REVENU	(47.10)	(147.91)	0.00	147.91	0.00
INVESTMENT INTEREST INC	(1.31)	(5.69)	0.00	5.69	0.00
<b>TOTAL OTHER REVENUE</b>	<b>(301.51)</b>	<b>(662.66)</b>	<b>0.00</b>	<b>662.66</b>	<b>0.00</b>

Caldwell County Appraisal District  
**INCOME STATEMENT- COLLECTION**  
 For the Four Months Ending April 30, 2013 25.0%

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
<b>Revenues</b>					
CITY OF LOCKHART	\$ 0.00	\$ 11,075.70	\$ 22,151.40	11,075.70	50.00
CITY OF LULING	0.00	2,742.62	5,485.25	2,742.63	50.00
CITY OF MARTINDALE	0.00	704.24	1,408.49	704.25	50.00
CITY OF MUSTANG RIDGE	0.00	158.26	316.50	158.24	50.00
CITY OF NIEDERWALD	0.00	46.32	92.64	46.32	50.00
CITY OF UHLAND	0.00	125.16	125.16	0.00	0.00
CALDWELL COUNTY	0.00	39,105.06	78,210.13	39,105.07	50.00
LOCKHART ISD	0.00	38,967.46	77,934.93	38,967.47	50.00
LULING ISD	0.00	15,577.88	31,155.77	15,577.89	50.00
PRAIRIE LEA ISD	0.00	4,405.58	8,811.15	4,405.57	50.00
PLUM CREEK CONS DIST	0.00	707.30	1,414.59	707.29	50.00
PLUM CREEK UNDERGROUND	0.00	716.34	1,432.69	716.35	50.00
GONZALES COUNTY UWD	0.00	28.46	56.92	28.46	50.00
CALDWELL-HAYS ESD1	0.00	1,388.01	1,388.01	0.00	0.00
CALDWELL ESD2	0.00	277.18	554.36	277.18	50.00
<b>Total Revenues</b>	<b>0.00</b>	<b>116,025.57</b>	<b>230,537.99</b>	<b>114,512.42</b>	<b>49.67</b>
<b>TAX CERTIFICATES</b>	<b>(10.00)</b>	<b>(80.00)</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>
<b>TOTAL TAX CERT. REVENUE</b>	<b>(10.00)</b>	<b>(80.00)</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>
<b>TOTAL BUDGET REVENUE</b>	<b>\$ 10.00</b>	<b>\$ 116,105.57</b>	<b>\$ 230,537.99</b>	<b>114,432.42</b>	<b>49.64</b>
<b>RETURN CHECK FEE</b>	<b>\$ (50.00)</b>	<b>\$ (275.00)</b>	<b>\$ 0.00</b>	<b>275.00</b>	<b>0.00</b>
<b>BUS PP RENDITION PENALTY</b>	<b>(10.11)</b>	<b>(1,080.24)</b>	<b>0.00</b>	<b>1,080.24</b>	<b>0.00</b>
<b>OFFICE RENTAL INCOME</b>	<b>(100.00)</b>	<b>(400.00)</b>	<b>0.00</b>	<b>400.00</b>	<b>0.00</b>
<b>TOTAL OTHER REVENUE</b>	<b>(160.11)</b>	<b>(1,755.24)</b>	<b>0.00</b>	<b>1,755.24</b>	<b>0.00</b>
<b>DELINQUENT ATTORNEY FEES- L</b>	<b>(32,597.86)</b>	<b>(32,597.86)</b>	<b>0.00</b>	<b>32,597.86</b>	<b>0.00</b>
<b>DELINQUENT ATTORNEY FEES- P</b>	<b>(2,652.69)</b>	<b>(2,652.69)</b>	<b>0.00</b>	<b>2,652.69</b>	<b>0.00</b>
<b>DELINQUENT ABSTRACT FEES- L</b>	<b>(645.00)</b>	<b>(645.00)</b>	<b>0.00</b>	<b>645.00</b>	<b>0.00</b>
<b>DELINQUENT ABSTRACT FEES- P</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL DELINQUENT ATTORNEY</b>	<b>(35,895.55)</b>	<b>(35,895.55)</b>	<b>0.00</b>	<b>35,895.55</b>	<b>0.00</b>

## April 2013 Collections Report

### Collections

Current Collections(2012)	\$ 276,435.53
Penalties & Interest	<u>\$ 29,626.47</u>
Total	\$ 306,062.00

Delinquent Collections(2011 & Prior)	\$ 133,992.03
Penalties & Interest	<u>\$ 50,261.72</u>
Total	\$ 184,253.75

**Total Current/Delq. \$ 490,315.75**

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### Current Balance (2012)

### Delinquent Balance (2011 & Prior)

Total 2012 Levy	\$34,950,709.23	Beginning Balance	\$4,837,047.80
Adjustments	\$ (73,757.05)	Adjustments	\$ 12,568.42
Collections YTD	<u>\$32,498,765.42</u> <b>93.18%</b>	Collections YTD	<u>\$ 797,652.70</u> <b>16.45%</b>
<b>Balance</b>	<b>\$ 2,378,186.76</b>	<b>Balance</b>	<b>\$4,051,963.52</b>

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### Payment Agreements

Total Agreements (as of the 1<sup>st</sup> of the month) - 160

New Agreements - 10

Agreements Paid in Full - 11

Defaulted Agreements (as of the end of the month) - 6

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

## 911

- 16,260 total addresses in county
  - 126 new in 2013
  - 10 readdressed (7% of new)
- New Sbdvs:
  - Tierra Verde 49/52
  - Highland Ranch (phase 1) 16/44
- Next Gen 911
  - HB 1124 & SB 628 – creation of 911 district (CAPCOG region)
    - Acquire all fees collected for 911 from phone companies; disperse to counties/municipalities in district; currently collecting approx. \$.33 of each \$.50 charged
    - Provide 911 service to all participating jurisdictions
    - Keep 911 database

## CCAD

- Working with Sarah (Linebarger liaison) attaining correct addresses on accts

COUNTY OF CALDWELL X

STATE OF TEXAS X

**RESOLUTION ADOPTING BUDGET AMENDMENT**

WHEREAS, the Board of Directors (“Board”) of the Caldwell County Appraisal District (“District”) wishes to amend the 2012 budget by transferring \$15,975.00 from certain accounts and to use that money to fund certain other accounts, and

WHEREAS, section 6.06(c) of the Texas Tax Code requires the Secretary of the Board to deliver a written copy of any proposed amendment to the presiding officer of the governing body of each taxing unit participating in the District not later than the 30th day before the date the board acts on it, and

WHEREAS, on March 26, 2013, the Board adopted that certain resolution proposing to amend the current budget in the manner described above and directing the Secretary of the Board to deliver a written copy of the resolution proposing to amend the current budget to the presiding officer of the governing body of each taxing unit participating in the District not later than the 30th day before the Board acts on this proposed amendment; and

WHEREAS, the Secretary of the Board did deliver a written copy of the resolution in accordance with section 6.06 (c) of the Texas Tax Code,

NOW THEREFORE, BE IT RESOLVED THAT the Board hereby amends the 2012 budget by transferring budget amounts out of the following line items:

<b>Line item</b>	<b>Amount transferred out</b>
72008 Legal Services	\$8,975.00
79990 Contingency	3300.00
79001 Computer equipment	3700.00

BE IT FURTHER RESOLVED THAT the Board hereby amends the 2012 budget by transferring budget amounts from the above-described line items into the following line items:

<b>Line item</b>	<b>Amount transferred in</b>
70101 Chief Appraiser	\$5015.00
71002 Retirement	5150.00
72501 Membership TDLR/TBPC	1440.00
72510 Mileage/travel	260.00
72512 Postage	430.00
72513 Postage meter/box rental	60.00
72514 Subscription & books	10.00
79000 Office equipment	3610.00

11a

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairman, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Directors



## REQUEST FOR QUALIFICATIONS

The Caldwell County Appraisal District ("District") makes this Request for Qualifications ("RFQ") for a qualified architect to design and plan a new headquarters building, with approximately 7,000 square of HVAC, space located in or near Lockhart, Texas. The architect must, among other things, have experience in designing new construction of government and commercial buildings, and any architectural drawings shall be the sole property of the District. The District Board of Directors requests the following additional qualifications and information.

1. Knowledge and experience in local building codes, ordinances, and rules.
2. Knowledge and experience in the permitting process.
3. Experience in interacting with city staff in the procurement of building permits.
4. Knowledge of building materials remediation statutes, codes, ordinances, and rules.
5. Experience in AutoCad and other computer-aided design and drafting.
6. Proof of registration with the Texas Board of Architectural Examiners.
7. Academic background.
8. Summary of projects involving the design of governmental and commercial buildings.
9. History of the firm.
10. Names and resumes of each person who will be providing services.
11. Proposed compensation.
12. Name, address, phone number, email address and contact name of three references.
13. Draft agreement for architectural services.

The deadline to submit qualifications is \_\_\_\_\_, 2013. The requested information is to be mailed, hand delivered, or sent by fax to

Ms. Mary LaPoint, Chief Appraiser  
Caldwell County Appraisal District  
610 San Jacinto.  
Lockhart, Texas 78644  
Fax (512) 398-5551

The qualifications must be signed by the architect submitting the qualifications. The architect shall also submit, with the qualifications, the attached conflict of interest questionnaire and disclosure of interests questionnaire.

The Board of Directors expects to consider qualifications at the next meeting after the deadline. Thank you for your consideration.

**DISCLOSURE OF INTERESTS**

**MUST BE FILLED OUT AND SUBMITTED WITH THE RFQ**  
**ARCHITECT MUST ALSO FILE WITH THE CHIEF APPRAISER**

All persons or firms seeking to do business with the District to provide the following information. Every question must be answered. If the question is not applicable, answer with "N/A."

Date \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

- FIRM is: 1. Corporation ( )                      2. Partnership ( )                      3. Sole Owner ( )  
                  4. Association ( )                      5. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each employee, officer, or member of the Board of Directors of the District and each spouse of that employee, officer, or member of the Board of Directors having Substantial Interest in Business Entity (Local Govt. Code 171.002; Property Tax Code 6.036). The term includes a member of the Board of Directors who is, or whose spouse is, a partner, limiter partner, or officer of the business entity submitting the RFQ (Property Tax Code section 6.036).

2. State the names of each member of the Caldwell County Appraisal Review Board and each spouse of the member having Substantial Interest in Business Entity (Local Govt. Code 171.002; Property Tax Code 6.413). The term includes a member who is, or whose spouse is, a partner, limiter partner, or officer of the business entity submitting the RFQ (Property Tax Code section 6.413).

**DISCLOSURE OF INTERESTS (CONTINUED)**

- a) For purpose of this chapter, a person has a substantial interest in a business entity if :
  - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
  - (2) funds received by the person from the business entity exceeds 10 percent of the person’s gross income for the previous year.
- b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- b) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.
- c) A member of the Board of Directors or the Caldwell County Appraisal Review Board has a substantial business if that individual or that individual’s spouse is a partner, limiter partner, or officer of the business entity submitting the RFQ.

Name	Title	Department

**CERTIFICATE**

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Caldwell County Appraisal District as changes occur.

Certifying Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(Type or Print)

Signature of Certifying Person: \_\_\_\_\_ Date: \_\_\_\_\_

**CONFLICTS DISCLOSURE QUESTIONNAIRE**

**MUST BE FILLED OUT AND SUBMITTED WITH THE RFQ**  
**ARCHITECT MUST ALSO FILE WITH THE CHIEF APPRAISER**

Name of vendor or other person doing business with local governmental entity:

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This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

This questionnaire must be filed with the Chief Appraiser not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the Appraisal District who makes recommendations to a government officer of the Appraisal District with respect to expenditure of money.

4. Describe each affiliation or business relationship with a person who is an officer or Director of the Appraisal District.

For vendor or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Describe each affiliation or business relationship?

Yes  No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. Does any individual with the firm submitting the RFQ have any business relationship with any Appraisal District official or Appraisal District employee within the third degree of consanguinity kinship or the second degree of affinity kinship?

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date