

**CALDWELL COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS**

AGENDA PACKET

CALL TO ORDER

1. Public Comments.
2. Approve Minutes of October 22, 2013 meeting.
2a – 2b
3. Financial Report October 2013.
3a – 3h
4. Collections Report October 2013.
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. Consideration of and possible action to select a law firm to provide delinquent tax collections and legal services for the appraisal district.
Hand out
10. Consideration of and possible action regarding annual adoption of Investment Policy.
10a – 10i
11. Consideration of and possible action regarding resolution designating Investment Officers.
11a
12. Discussion and possible action regarding TCDRS employee retirement plan year 2014.
12a – 12e
13. Discussion and possible action regarding proposal for the purchase of land and building construction for CCAD office.
14. Chief Appraiser's Report.
 - a. Appraisal update.
 - b. Collection update.
 - c. Future meetings
 - d. Letter from Comptroller about Chief Appraiser eligibility.
15. Board requests for future agenda items. *(No action or discussion may occur during this item)*
16. Adjourn.

**CALDWELL COUNTY TAX APPRAISAL DISTRICT
MINUTES OF MEETING
October 22, 2013**

The Board of Directors of the Caldwell County Appraisal District met in regular session on October 22, 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 Frank Hinds, Doug Shomette, and Bill Watson, Chief Appraiser Mary LaPoint, Deputy Tax Collector/Recording Secretary Vicki Schneider, and public citizens.

Hye Brown and Al Perez were absent.

Call to Order

Item #1 Public Comments.

None.

Item #2 Approve Minutes of September 24, 2013 meeting.

Frank Hinds made a motion, seconded by Bill Watson, to approve the minutes of September 24, 2013. Motion carried 3-0-2.

Item #3 Financial Report.

Mary LaPoint presented the September 2013 Financial Reports.

Frank Hinds made a motion, seconded by Bill Watson, to approve the September 2013 Financial Report. Motion carried 3-0-2.

Item #4 Quarterly Investment Report.

Mary LaPoint presented the Quarterly Investment Report.

Frank Hinds made a motion, seconded by Bill Watson, to approve the Investment Report. Motion carried 3-0-2.

Item #5 Collection Report September 2013.

Mary LaPoint presented the September 2013 Collections Report.

Bill Watson made a motion, seconded by Frank Hinds, to approve the September 2013 Collections Report.

Item #6 Quarterly Delinquent Tax Collection Report.

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

Item #7 Quarterly 911 Report.

Jaclyn 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 Briefing by District council on new legislation.

Jim Evans with Hargrove and Evans discussed with the Board of Directors legislative changes affecting the Property Tax system.

Item #13 Discussion and possible action regarding proposal for the purchase of land and building construction for CCAD office.

Mr. Steinbomer is in the process of gathering information for the feasibility study.

Item #14 Chief Appraiser Report.

- a. Appraisal Update – appraisers doing 2014 field work.
- b. Collections update – tax statements have been mailed.
- c. Future Meetings – next meeting November 19, 2013
- d. BOD Election status – ballots have been mailed and need to be back by December 15, 2013. There are 5 nominees.

Item #15 Board requests for future agenda items.

None.

Item #16 Adjourn

Frank Hinds made a motion, seconded by Bill Watson, to adjourn. Motion carried 3-0-2.

Meeting adjourned 6:59 p.m.

Chairman

Secretary

Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL
 For the Ten Months Ending October 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%	
70101	CHIEF APPRAISER	\$ 5,833.34	\$ 58,333.40	\$ 70,000.00	11,666.60	16.67
70102	DEPUTY CHIEF APPRAISER	3,750.00	37,500.00	45,000.00	7,500.00	16.67
70103	SYSTEM MGR/MAPPER	4,608.34	46,083.40	55,300.00	9,216.60	16.67
70105	FIELD APPRAISER II	2,416.66	16,076.94	29,907.00	13,830.06	46.24
70106	SENIOR APPRAISER I	3,055.92	31,630.92	40,100.00	8,469.08	21.12
70107	SENIOR APPRAISER II	3,018.34	30,183.40	36,220.00	6,036.60	16.67
70108	FIELD APPRAISER I	2,663.00	26,630.00	31,956.00	5,326.00	16.67
70109	FIELD APPRAISER	0.00	0.00	0.00	0.00	0.00
70111	APPRAISAL SUPPORT SUPER	3,612.50	36,125.00	43,350.00	7,225.00	16.67
70112	DATA ENTRY TECHNICIAN	2,166.66	20,329.08	28,115.00	7,785.92	27.69
70113	SUPPORT TECH	2,572.58	24,597.96	30,871.00	6,273.04	20.32
70120	911/GIS	1,037.19	5,724.09	36,000.00	30,275.91	84.10
70135	PAYROLL CONTINGENCY	0.00	0.00	9,000.00	9,000.00	100.00
	TOTAL WAGES AND SALARIE	34,734.53	333,214.19	455,819.00	122,604.81	26.90
71000	PAYROLL TAX	2,598.81	26,134.91	39,000.00	12,865.09	32.99
71002	RETIREMENT / EMPLOYER	0.00	28,973.30	43,000.00	14,026.70	32.62
71004	HEALTH BENEFITS	4,945.14	40,206.27	60,800.00	20,593.73	33.87
71005	WORKERS COMP	1,888.77	2,038.77	1,750.00	(288.77)	(16.50)
71006	UNEMPLOYMENT	229.22	2,704.34	3,550.00	845.66	23.82
	DEDUCTIONS / BENEFITS	9,661.94	100,057.59	148,100.00	48,042.41	32.44
72000	APPR ENGINEERS	9,500.00	38,000.00	38,000.00	0.00	0.00
72001	APPR REVIEW BOARD	35.16	7,310.09	10,500.00	3,189.91	30.38
72002	AUDIT	0.00	5,621.00	6,160.00	539.00	8.75
72003	BOARD OF DIRECTORS	0.00	199.82	1,700.00	1,500.18	88.25
72004	DATA PROCESSING SERVICES	6,773.75	37,255.78	42,400.00	5,144.22	12.13
72007	JANITORIAL SERVICES	298.86	4,527.95	6,050.00	1,522.05	25.16
72008	LEGAL SERVICES	817.83	3,820.41	15,000.00	11,179.59	74.53
	TOTAL SERVICES	17,425.60	96,735.05	119,810.00	23,074.95	19.26
72500	BOND CHIEF/NOTARY	0.00	71.00	100.00	29.00	29.00
72501	MEMBERSHIP BTPE/TBPC	720.00	2,395.00	2,700.00	305.00	11.30
72502	COMPUTER SUPPLIES	485.00	1,309.83	6,000.00	4,690.17	78.17
72503	DEED/ARCHIVE	0.00	0.00	0.00	0.00	0.00
72504	EDUCATION / FEES	425.00	6,019.28	8,000.00	1,980.72	24.76
72505	INSURANCE LIABILITY	684.43	684.43	1,500.00	815.57	54.37
72506	INSURANCE EQUIPMENTCON	378.04	378.04	1,000.00	621.96	62.20
72507	LEGAL NOTICES / PRINTING	20.00	11,603.52	12,000.00	396.48	3.30
72508	MAINT - HARDWARE & EQUIP	240.00	5,817.74	7,000.00	1,182.26	16.89
72509	MAINT - OFFICE EQUIPMENT	0.00	900.00	2,000.00	1,100.00	55.00
72510	MILEAGE & TRAVEL	1,986.53	3,141.16	8,000.00	4,858.84	60.74
72511	OFFICE SUPPLIES	0.00	3,843.84	6,500.00	2,656.16	40.86
72512	POSTAGE	4,100.00	19,279.41	18,000.00	(1,279.41)	(7.11)
72513	POSTAGE METER/BOX RENTA	0.00	3,278.41	4,400.00	1,121.59	25.49
72514	SUBSCRIPTION & BOOKS	137.00	1,911.05	2,300.00	388.95	16.91
72515	RENTAL COPIER	359.15	3,262.07	5,250.00	1,987.93	37.87
72516	ELECTRICITY	0.00	4,149.49	9,000.00	4,850.51	53.89
72517	TELEPHONE	841.53	7,885.78	8,000.00	114.22	1.43
72518	WATER & SEWER	0.00	710.18	1,100.00	389.82	35.44
72519	RENT OFFICE BUILDING	1,979.61	19,796.10	23,800.00	4,003.90	16.82
72523	FUEL - VEHICLE	401.87	3,180.31	6,300.00	3,119.69	49.52
72524	MAINT. - VEHICLE	369.26	1,596.93	4,000.00	2,403.07	60.08

For Management Purposes Only

3a

Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL
 For the Ten Months Ending October 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
72525 INS - VEHICLE	991.70	991.70	1,900.00	908.30	47.81
TOTAL GENERAL EXPENSES	<u>14,119.12</u>	<u>102,205.27</u>	<u>138,850.00</u>	<u>36,644.73</u>	26.39
79000 OFFICE EQUIPMENT	0.00	0.00	5,000.00	5,000.00	100.00
79001 COMPUTER EQUIPMENT	0.00	10,448.98	26,000.00	15,551.02	59.81
79002 BUILDING EXPENSE	0.00	0.00	5,400.00	5,400.00	100.00
79990 CONTINGENCY	2,477.60	2,507.55	9,000.00	6,492.45	72.14
TOTAL CAPITAL INVESTMEN	<u>2,477.60</u>	<u>12,956.53</u>	<u>45,400.00</u>	<u>32,443.47</u>	71.46
TOTAL EXPENSES	<u>\$ (78,418.79)</u>	<u>\$ (645,168.63)</u>	<u>\$ (907,979.00)</u>	<u>(262,810.37)</u>	28.94

Caldwell County Appraisal District
EXPENSE STATEMENT - COLLECTION
 For the Ten Months Ending October 31, 2013

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
PERSONNEL					
90-70120 DEPUTY TAX COLLECTOR	\$ 3,791.66	\$ 37,916.60	\$ 45,500.00	7,583.40	16.67
90-70121 COLLECTION SPECIALIST	2,747.84	27,478.40	32,974.00	5,495.60	16.67
90-70126 PUBLIC ASSISTANT	2,372.00	23,520.00	27,264.00	3,744.00	13.73
90-70135 PAYROLL CONTINGENCY	0.00	0.00	1,200.00	1,200.00	100.00
TOTAL WAGES AND SALARIE	8,911.50	88,915.00	106,938.00	18,023.00	16.85
90-71000 PAYROLL TAX	667.18	6,669.25	8,500.00	1,830.75	21.54
90-71002 RETIREMENT/EMPLOYER	0.00	7,526.61	9,600.00	2,073.39	21.60
90-71004 HEALTH BENEFITS	885.48	7,618.57	17,500.00	9,881.43	56.47
90-71005 WORKER COMP	564.17	564.17	600.00	35.83	5.97
90-71006 UNEMPLOYMENT	56.15	168.02	2,100.00	1,931.98	92.00
DEDUCTIONS / BENEFITS	2,172.98	22,546.62	38,300.00	15,753.38	41.13
90-72002 AUDIT	0.00	1,679.00	1,840.00	161.00	8.75
90-72004 DATA PROCESSING SERVICES	3,000.00	12,696.87	12,000.00	(696.87)	(5.81)
90-72005 COUNTY EMPLOYEE CONTRA	1,086.95	10,869.50	12,000.00	1,130.50	9.42
90-72007 JANITORIAL SERVICE	89.26	1,239.49	2,300.00	1,060.51	46.11
90-72008 LEGAL SERVICES	0.00	0.00	2,300.00	2,300.00	100.00
TOTAL SERVICES	4,176.21	26,484.86	30,440.00	3,955.14	12.99
90-72500 BOND/ NOTARY	0.00	0.00	115.00	115.00	100.00
90-72501 MEMBERSHIP BTPE/TBPC	320.00	565.00	300.00	(265.00)	(88.33)
90-72502 COMPUTER SUPPLIES	0.00	0.00	1,845.00	1,845.00	100.00
90-72504 EDUCATION & FEES	20.00	1,065.00	2,200.00	1,135.00	51.59
90-72505 INSURANCE - LIABILITY	698.44	698.44	500.00	(198.44)	(39.69)
90-72506 INSURANCE EQUIP/CONTENT	112.91	112.91	300.00	187.09	62.36
90-72507 LEGAL NOTICES/PRINTING	1,460.23	3,361.65	8,000.00	4,638.35	57.98
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	771.16	1,398.02	2,200.00	801.98	36.45
90-72511 OFFICE SUPPLIES	0.00	1,173.20	2,020.00	846.80	41.92
90-72512 POSTAGE	1,196.00	10,223.00	9,800.00	(423.00)	(4.32)
90-72513 POSTAGE METER/BOX RENTA	0.00	904.59	1,250.00	345.41	27.63
90-72515 RENTAL - COPIER	68.53	616.77	950.00	333.23	35.08
90-72516 ELECTRICITY	0.00	1,239.48	3,100.00	1,860.52	60.02
90-72517 TELEPHONE	234.39	2,240.96	2,600.00	359.04	13.81
90-72518 WATER & SEWER	0.00	212.14	400.00	187.86	46.97
90-72519 RENT OFFICE BUILDING	591.31	5,913.10	7,180.00	1,266.90	17.64
TOTAL GENERAL EXPENSES	5,472.97	30,573.26	46,360.00	15,786.74	34.05
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	\$ (20,733.66)	\$ (168,569.74)	\$ (230,538.00)	(61,968.26)	26.88

For Management Purposes Only

3c

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

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

Date	Check #	Account ID	Account Description	Name	Amount
10/3/13	005455	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
10/3/13	005456	72508 10000	MAINT - HARDWARE & EQUIPMENT First Lockhart Natl Bk- Oper	N Metzler Consulting	240.00 -240.00
10/3/13	005457	72504 10000	EDUCATION / FEES First Lockhart Natl Bk- Oper	Texas Assoc. Assessing Officers	330.00 -330.00
10/3/13	005458	71006 90-71006 10000	UNEMPLOYMENT UNEMPLOYMENT First Lockhart Natl Bk- Oper	Texas Assoc. of Counties	229.22 56.15 -285.37
10/3/13	005459	90-72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Vicki Schneider	13.56 -13.56
10/3/13	005460	90-72507 10000	LEGAL NOTICES/PRINTING First Lockhart Natl Bk- Oper	BUSINESS FORM SOLUTIONS	625.40 -625.40
10/3/13	005461	72512 90-72512 10000	POSTAGE POSTAGE First Lockhart Natl Bk- Oper	PITNEY BOWES	3,850.00 1,150.00 -5,000.00
10/3/13	005462	72517 90-72517 10000	TELEPHONE TELEPHONE First Lockhart Natl Bk- Oper	TIME WARNER CABLE	261.43 90.46 -351.89
10/3/13	005463	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	AFLAC INS.	390.16 -390.16
10/3/13	005464	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Kristie Edwards	91.53 -91.53
10/3/13	005465	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Christie Costello	29.38 -29.38
10/3/13	005466	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Jaclyn Archer	38.42 -38.42
10/3/13	005467	72517 10000	TELEPHONE First Lockhart Natl Bk- Oper	AT&T	98.23 -98.23
10/3/13	005468	72510 10000	MILEAGE & TRAVEL First Lockhart Natl Bk- Oper	Alma Morales	71.19 -71.19
10/3/13	005469	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	COMPBENEFITS	152.24 -152.24
10/3/13	005471	71004 90-71004 30028 10000	HEALTH BENEFITS HEALTH BENEFITS DEPN INS PAYABLE First Lockhart Natl Bk- Oper	United Health Care Ins Company	4,895.14 885.48 1,195.38 -6,976.00
10/8/13	005473	90-72005 10000	COUNTY EMPLOYEE CONTRACT First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	1,086.95 -1,086.95
10/8/13	005474	72504 90-72504 10000	EDUCATION / FEES EDUCATION & FEES First Lockhart Natl Bk- Oper	Comal County Appraisal District	60.00 20.00 -80.00
10/8/13	005475	72514 10000	SUBSCRIPTION & BOOKS First Lockhart Natl Bk- Oper	Texas Comptroller of Public Acco	137.00 -137.00
10/8/13	005476	72501	MEMBERSHIP BTPE/TBPC	Texas Assoc. Assessing Officers	720.00

3d

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

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

Date	Check #	Account ID	Account Description	Name	Amount
		90-72501	MEMBERSHIP BTPE/TBPC		320.00
		72504	EDUCATION / FEES		35.00
		10000	First Lockhart Natl Bk- Oper		-1,075.00
10/8/13	005477	90-72512	POSTAGE	US Post Master	46.00
		10000	First Lockhart Natl Bk- Oper		-46.00
10/21/13	005478	72007	JANITORIAL SERVICES	RZ's Detailed Cleaning Services	298.86
		90-72007	JANITORIAL SERVICE		89.26
		10000	First Lockhart Natl Bk- Oper		-388.12
10/21/13	005481	72000	APPR ENGINEERS	THOS. Y. PICKETT & CO.	9,500.00
		10000	First Lockhart Natl Bk- Oper		-9,500.00
10/21/13	005482	72507	LEGAL NOTICES / PRINTING	PRINTING SOLUTIONS	20.00
		10000	First Lockhart Natl Bk- Oper		-20.00
10/21/13	005483	72502	COMPUTER SUPPLIES	CAD Supplies Specialty, Inc	485.00
		10000	First Lockhart Natl Bk- Oper		-485.00
10/21/13	005485	71004	HEALTH BENEFITS	SBS Administrative Services	50.00
		10000	First Lockhart Natl Bk- Oper		-50.00
10/21/13	005486	72524	MAINT. - VEHICLE	Expert Tire	71.33
		72524	MAINT. - VEHICLE		20.24
		10000	First Lockhart Natl Bk- Oper		-91.57
10/21/13	005488	72523	FUEL - VEHICLE	CALDWELL COUNTY TREASUR	401.87
		10000	First Lockhart Natl Bk- Oper		-401.87
10/21/13	005489	72515	RENTAL COPIER	XEROX CORP	129.73
		72515	RENTAL COPIER		229.42
		90-72515	RENTAL - COPIER		68.53
		10000	First Lockhart Natl Bk- Oper		-427.68
10/21/13	005490	72525	INS - VEHICLE	Texas Municipal League	991.70
		72505	INSURANCE LIABILITY		684.43
		72506	INSURANCE EQUIPMENTCONTENTS		378.04
		90-72506	INSURANCE EQUIP/CONTENTS		112.91
		90-72505	INSURANCE - LIABILITY		698.44
		71005	WORKERS COMP		1,888.77
		90-71005	WORKER COMP		564.17
		10000	First Lockhart Natl Bk- Oper		-5,318.46
10/21/13	005491	90-72507	LEGAL NOTICES/PRINTING	BUSINESS FORM SOLUTIONS	645.40
		10000	First Lockhart Natl Bk- Oper		-645.40
10/21/13	005492	90-72507	LEGAL NOTICES/PRINTING	Business Printing Plus	189.43
		10000	First Lockhart Natl Bk- Oper		-189.43
10/21/13	005493	72510	MILEAGE & TRAVEL	Kristie Edwards	175.15
		10000	First Lockhart Natl Bk- Oper		-175.15
10/21/13	005494	79990	CONTINGENCY	TRUE AUTOMATION - Harris Co	2,400.00
		10000	First Lockhart Natl Bk- Oper		-2,400.00
10/21/13	005495	72004	DATA PROCESSING SERVICES	TRUE AUTOMATION - Harris Co	6,773.75
		90-72004	DATA PROCESSING SERVICES		3,000.00
		10000	First Lockhart Natl Bk- Oper		-9,773.75
10/21/13	005496	72510	MILEAGE & TRAVEL	VISA CARD SERVICE CENTER	1,353.15
		90-72510	MILEAGE & TRAVEL		757.60
		72001	APPR REVIEW BOARD		35.16
		72510	MILEAGE & TRAVEL		52.56
		72517	TELEPHONE		481.87

3e

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

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Date	Check #	Account ID	Account Description	Name	Amount
		90-72517	TELEPHONE		143.93
		79990	CONTINGENCY		77.60
		10000	First Lockhart Natl Bk- Oper		-2,901.87
10/21/13	005497	72524	MAINT. - VEHICLE	Ford Lockhart Motor Company	277.69
		10000	First Lockhart Natl Bk- Oper		-277.69
10/21/13	005498	72510	MILEAGE & TRAVEL	Alma Morales	175.15
		10000	First Lockhart Natl Bk- Oper		-175.15
10/21/13	005499	72008	LEGAL SERVICES	HARGROVE & EVANS, LLP	817.83
		10000	First Lockhart Natl Bk- Oper		-817.83
10/22/13	005500	72512	POSTAGE	US Post Master	250.00
		10000	First Lockhart Natl Bk- Oper		-250.00
Total					

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

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 82,853.88	\$ 82,853.88	0.00	0.00
CITY OF LULING	0.00	20,260.48	20,260.50	0.02	0.00
CITY OF MARTINDALE	0.00	5,268.24	5,268.24	0.00	0.00
CITY OF MUSTANG RIDGE	0.00	1,183.84	1,183.83	(0.01)	0.00
CITY OF NIEDERWALD	0.00	346.48	346.49	0.01	0.00
CITY OF UHLAND	0.00	468.16	468.15	(0.01)	0.00
CALDWELL COUNTY	0.00	292,532.84	292,532.86	0.02	0.00
LOCKHART ISD	0.00	291,503.48	291,503.50	0.02	0.00
LULING ISD	0.00	95,485.04	95,485.03	(0.01)	0.00
PRAIRIE LEA ISD	0.00	18,846.48	18,846.46	(0.02)	0.00
PLUM CREEK CONS DIST	0.00	5,291.08	5,291.07	(0.01)	0.00
PLUM CREEK UNDERGROU	0.00	5,358.76	5,358.75	(0.01)	0.00
GONZALES ISD	0.00	5,173.04	5,173.03	(0.01)	0.00
WEALDER ISD	0.00	4,354.28	4,354.29	0.01	0.00
SAN MARCOS ISD	0.00	36,978.12	36,978.11	(0.01)	0.00
HAYS ISD	0.00	9,078.47	9,078.47	0.00	0.00
GONZALES COUNTY UWD	0.00	212.92	212.91	(0.01)	0.00
CALDWELL-HAYS ESD1	0.00	5,191.62	5,191.64	0.02	0.00
CITY OF SAN MARCOS	0.00	1,816.44	1,816.45	0.01	0.00
CALDWELL ESD2	0.00	2,073.48	2,073.48	0.00	0.00
AUSTIN COMMUNITY COLL	0.00	549.84	549.86	0.02	0.00
Total Revenues	0.00	884,826.97	884,827.00	0.03	0.00
TOTAL BUDGET REV	\$ 0.00	\$ 884,826.97	\$ 884,827.00	0.03	0.00
COPIES MISC REVENUE	\$ (130.90)	\$ (1,525.96)	\$ 0.00	1,525.96	0.00
INTEREST INCOME REVENU	(271.12)	(1,644.26)	0.00	1,644.26	0.00
INVESTMENT INTEREST INC	(0.82)	(11.93)	0.00	11.93	0.00
TOTAL OTHER REVENUE	(402.84)	(3,182.15)	0.00	3,182.15	0.00

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

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 22,151.40	\$ 22,151.40	0.00	0.00
CITY OF LULING	0.00	5,485.24	5,485.25	0.01	0.00
CITY OF MARTINDALE	0.00	1,408.48	1,408.49	0.01	0.00
CITY OF MUSTANG RIDGE	0.00	316.52	316.50	(0.02)	(0.01)
CITY OF NIEDERWALD	0.00	92.64	92.64	0.00	0.00
CITY OF UHLAND	0.00	125.16	125.16	0.00	0.00
CALDWELL COUNTY	0.00	78,210.12	78,210.13	0.01	0.00
LOCKHART ISD	0.00	77,934.92	77,934.93	0.01	0.00
LULING ISD	0.00	31,155.76	31,155.77	0.01	0.00
PRAIRIE LEA ISD	0.00	8,811.16	8,811.15	(0.01)	0.00
PLUM CREEK CONS DIST	0.00	1,414.60	1,414.59	(0.01)	0.00
PLUM CREEK UNDERGROUND	0.00	1,432.68	1,432.69	0.01	0.00
GONZALES COUNTY UWD	0.00	56.92	56.92	0.00	0.00
CALDWELL-HAYS ESD1	0.00	1,388.00	1,388.01	0.01	0.00
CALDWELL ESD2	0.00	554.36	554.36	0.00	0.00
Total Revenues	0.00	230,537.96	230,537.99	0.03	0.00
TAX CERTIFICATES	(60.00)	(550.00)	0.00	550.00	0.00
TOTAL TAX CERT. REVENUE	(60.00)	(550.00)	0.00	550.00	0.00
TOTAL BUDGET REVENUE	\$ 60.00	\$ 231,087.96	\$ 230,537.99	(549.97)	(0.24)
RETURN CHECK FEE	\$ (175.00)	\$ (600.00)	\$ 0.00	600.00	0.00
BUS PP RENDITION PENALTY	(21.96)	(1,167.10)	0.00	1,167.10	0.00
OFFICE RENTAL INCOME	(100.00)	(1,100.00)	0.00	1,100.00	0.00
TOTAL OTHER REVENUE	(296.96)	(2,867.10)	0.00	2,867.10	0.00
DELINQUENT ATTORNEY FEES- L	(28,965.10)	(28,965.10)	0.00	28,965.10	0.00
DELINQUENT ATTORNEY FEES- P	(3,763.06)	(3,613.06)	0.00	3,613.06	0.00
DELINQUENT ABSTRACT FEES- L	(400.00)	(400.00)	0.00	400.00	0.00
DELINQUENT ABSTRACT FEES- P	0.00	(150.00)	0.00	150.00	0.00
TOTAL DELINQUENT ATTORNEY	(33,128.16)	(33,128.16)	0.00	33,128.16	0.00

October 2013 Collections Report

Collections

Current Collections(2013)	\$1,891,114.16
Penalties & Interest	\$ <u>0.00</u>

Total	\$1,891,114.16
-------	----------------

Delinquent Collections(2012 & Prior)	\$ 166,544.70
Penalties & Interest	\$ <u>52,551.58</u>

Total	\$ 219,096.28
-------	---------------

Total Current/Delq.	\$2,110,210.44
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Current Balance (2013)

Delinquent Balance (2012 & Prior)

Total 2013 Levy	\$36,767,519.45	Beginning Balance	\$4,736,422.29
Adjustments	\$ 4,515.10	Adjustments	\$ (258.95)
Collections YTD	<u>\$ 1,891,114.16</u> 5.14%	Collections YTD	<u>\$ 166,544.70</u> 3.64%

Balance	\$34,880,920.39
----------------	------------------------

Balance	\$4,569,618.64
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Payment Agreements

Total Agreements (as of the 1st of the month) - 157

New Agreements - 15

Agreements Paid in Full - 14

Defaulted Agreements (as of the end of the month) - 8

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

CALDWELL COUNTY APPRAISAL DISTRICT

INVESTMENT POLICY

Exhibit A

I. POLICY STATEMENT

It is the policy of the Caldwell County Appraisal District (the "District") that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the District and conforming to all applicable state and District statutes governing the investment of public funds. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity.

It is the intent of the District to be in complete compliance with local law and the Texas Public Funds Investment Act (the "Act", Texas Government Code 2256). The earnings from investments will be used in a manner that best serves the public trust and interests of the District.

II. SCOPE

This Investment Policy applies to all the financial assets and funds held of the District. The District commingles its funds into one investment portfolio for investment purposes of efficiency and maximum investment opportunity.

Any new funds created by the District will be managed under the provisions of this Policy unless specifically exempted by the District Board and this Policy.

III. OBJECTIVES AND STRATEGY

It is the policy of the District that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. These objectives encompass the following.

Safety of Principal

Safety of principal is the foremost objective of the District. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. The suitability of each investment decision will be made on the basis of safety.

Liquidity

The District's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. Investment decisions will be based on cash flow analysis of anticipated expenditures.

Diversification

Diversification is required in the portfolio's composition. Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers or banks for diversification and market coverage. Competitive bidding will be used on each sale or purchase..

Yield

The District's investment portfolio shall be designed with the objective of attaining a reasonable market yield, taking into account the District's risk constraints and cash flow needs. A reasonable market yield for the portfolio will be defined as the six month (180 day) U.S. Treasury Bill which compares to the portfolio's maximum weighted average maturity of six months.

The authorized investment purchased will be of the highest credit quality and marketability supporting the objectives of safety and liquidity. Securities, when not matched to a specific liability, will be short term to provide adequate liquidity. The portfolio shall be diversified to protect against market and credit risk in any one sector.

The maximum weighted average maturity of the portfolio will be no more that 180 days and the maximum stated maturity of any security will not exceed two years. The funds are combined for investment purposes but the unique needs of all the funds in the portfolio are recognized and represented.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The District shall maintain a cash management program which includes timely collection of accounts receivable, prudent investment, disbursement of payments within invoice terms and the management of banking services.

IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY

Specific investment parameters for the investment of public funds in Texas are stipulated in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Act is attached as Exhibit A. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. The Collateral Act is attached as Exhibit B.

The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in a Texas investment pool established thereunder.

V. DELEGATION OF INVESTMENT AUTHORITY

The Investment Officers of the District are responsible for all investment management decisions and activities. The Board is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer(s) shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include safekeeping, wire transfers, banking services contracts, and other investment related activities.

The Investment Officer(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff.

The Investment Officer(s) shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Investment Officer and approved by the District Manager.

VI. PRUDENCE

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Limitation of Personal Liability

The Investment Officer and those delegated investment authority, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change are reported in a timely manner and that appropriate action is taken to control adverse market effects.

VII. INTERNAL CONTROLS

The Investment Officer(s) shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the District. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements. The Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes. Cash flow will include researching and monitoring of specific cash flow items, payables, and receivables as well as overall cash position and patterns.

VIII. AUTHORIZED INVESTMENTS

Acceptable investments under this policy shall be limited to the instruments listed below. The choice of high-grade government investments and high-grade, money market instruments is designed to assure the marketability of those investments should liquidity needs arise.

- A. Obligations of the United States Government, its agencies and instrumentalities, not to exceed two (2) years to stated maturity, and excluding mortgage backed securities;

- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to stated maturity;
- C. No-load, SEC registered money market mutual funds. No more than 80% of the entity's monthly average balance may be invested in money market funds; and
- D. Constant dollar, AAA-rated Texas Local Government Investment Pools as defined by the Public Funds Investment Act.
- E. Depository time accounts of a bank doing business in Texas under a written depository agreement and providing for 102% collateral held independently of the pledging bank.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment until this Policy has been amended and the amended version adopted by the District Board. An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The District shall take all prudent measures consistent with this investment policy to liquidate any investment that does not have the minimum rating.

Competitive Bidding Requirement

All securities, including certificates of deposit, will be purchased or sold only after three bids/offers are taken competitively to verify that the District is receiving fair market value/price for the investment.

Delivery versus Payment

All investment security transactions shall be conducted on a delivery versus payment (DVP) basis to assure that the District has control of its assets and/or funds at all times.

IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The District shall maintain a list of no less than three financial institutions and/or broker/dealers which are authorized to provide investment services. This list will be reviewed and approved by the Board or a Board designated committee each year.

Securities broker/dealers may be *primary* or regional broker/dealers and will meet other criteria as determined by the Investment Officer including state registration and completion of a District Broker/Dealer questionnaire (attached as Exhibit D). The following criteria must be met by authorized firms.

- annual provision of an audited financial statement,
- proof of certification by the National Association of Securities Dealers (NASD)
- proof of current registration with the Texas State Securities Commission, and
- completion of the District's broker/dealer questionnaire.

Every bank and broker/dealer with whom the District transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. The firm will be required to return a signed copy of the Certification Form (attached as Exhibit C) certifying that the Policy has been received and reviewed and only those securities approved by the Policy will be sold to the District.

X. DIVERSIFICATION AND MATURITY LIMITATIONS

It is the policy of the District to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

U.S. Treasuries and securities with the US Government's guarantee	<u>Max % of Portfolio</u> not to exceed 80%
U.S. Government agencies and instrumentalities	not to exceed 60%
Fully insured or collateralized CDs	not to exceed 50%
SEC Registered money market funds	not to exceed 80%
Local Government Investment Pools (Constant dollar)	not to exceed 80%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific liability, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year.

XI. SAFEKEEPING AND COLLATERALIZATION

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by either an approved, independent third party financial institution or the District's designated depository.

Securities Owned by the District

All safekeeping arrangements shall be approved by the Investment Officer(s) and an agreement of the terms executed in writing. The safekeeping bank may not be within the same holding company as the bank from which the securities are purchased. The custodian shall be required to issue original safekeeping receipts to the District listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information.

Collateral

Collateralization shall be required on all bank time and demand deposits for principal and accrued interest amounts over the FDIC insurance coverage of \$100,000 (by tax identification number). In order to anticipate market changes and provide a level of additional security for all funds, collateral with a market value equal to 102% of the total deposits are required. The pledging bank will be made contractually liable for monitoring and maintaining the collateral levels at all times. All collateral will be held by an independent third party bank outside the holding company of the bank, pledged to the District.

Authorized collateral will include only:

- Obligations of the US Government, its agencies and instrumentalities to include mortgage backed securities which pass the bank test,
- Municipal obligations rated at least A by two nationally recognized rating agencies.

The custodian shall be required to provide original safekeeping receipts clearly marked that the security is pledged to the District.

XII. REPORTING

The Investment Officer shall submit quarterly reports to the Board of Directors containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and in full compliance with the Act. At a minimum the report shall contain:

- Beginning and ending market value of the portfolio by market sector and total portfolio
- Beginning and ending book value of the portfolio by market sector and total portfolio
- Change in market value during the period
- Detail on each asset (book, market, description, par ad maturity date)
- Earnings for the period
- Overall weighted average maturity of the portfolio

The report will be prepared jointly by all involved in the investment activity and be signed by the Investment Officers. It will contain all elements as required by the Act and be signed by all Investment Officers(s) as in compliance with the Act and this Policy. Market prices for assignment of market values will be obtained from an independent source. The three month Treasury Bill average yield for the reporting period will be reported as a gauge of performance and risk.

Prices used for the calculation of market values shall be obtained from an independent source.

XIII. DEPOSITORIES

The District will designate one banking institution through a competitive process as its central banking services provider at least every two years, the District may extend the contract for one additional 2-year term. This institution will be used for normal banking services including disbursements, deposits, and safekeeping of District owned securities. Other banking institutions from which the District may purchase only certificates of deposit will also be designated as a depository.

All banking arrangements will be in written form in accordance with FIRREA which requires a resolution of approval of the agreement by the Bank Board or Bank Loan Committee.

XIV. INVESTMENT POLICY ADOPTION BY BOARD

The District's Investment Policy and its incorporated strategies shall be adopted by resolution annually by the Board. The approval and any changes made to the Policy will be noted in the approving resolution.

APPROVED BY BOARD

Secretary/Clerk

Date

BROKER/DEALER CERTIFICATION FORM
as required by Texas Government Code 2256.005(k)

Caldwell County Appraisal District (the "District")

_____ (the "FIRM")

I, as a registered principal or manager for the firm hereby certify that I, and the broker covering this account have received and reviewed the Investment Policy of the District.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this firm and the District that are not authorized by the District's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards.

Signature _____

Name: _____

Title: _____

Firm Name: _____

Date: _____

BROKER/DEALER QUESTIONNAIRE

Firm Name: _____
CRD Number: _____

Local office servicing account: _____
Address: _____

Corporate office: _____
Address: _____

Primary Representative: _____
Please attach resume of primary and secondary representatives covering this account.
Telephone: _____
Fax: _____
E-Mail: _____
CRD Number: _____

Secondary Representative or sales assistant: _____
Telephone: _____
Fax: _____
E-Mail: _____
CRD Number: _____

Branch Manager: _____
Telephone: _____
Fax: _____
E-Mail: _____
CRD Number: _____

Is firm designated as a primary dealer by the Federal Reserve? _____

Is the firm registered with the State Securities Board? _____

Is the firm and all its representatives registered with the NASD? _____

In what market sectors does the account representative specialize? _____

List three comparable public clients currently working with this representative.
Entity name, contact and phone number.

Attach complete delivery instructions. All transactions will be completed delivery versus payment.

BROKER/DEALER QUESTIONNAIRE

Page 2 to be completed by Non-Primary Dealers Only.

Firm Name: _____

Years in business at this location: _____ In total years: _____

Are you an inventory dealer?

What are the market sectors in which your firm specializes? Indicate the firm's approximate percent in the following market sectors for the previous year: Please feel free to provide additional information regarding your firm's involvement in these sectors.

US Treasuries	_____
US Agencies	_____
Repo	_____
MBS	_____
CP/BA	_____
Corporate	_____
CD	_____
Other?	_____

Has this firm, or the representatives assigned to this account, been subject to a regulatory agency, state or federal investigation for alleged improper, disreputable, unfair or fraudulent activities related to the sale of securities or money market instruments in the past five years that resulted in a suspension or censure? Are there outstanding claims? If yes, please explain.

What documentation will be provided? Please attach a sample confirmation to be provided the District.

If requested, do you provide any fixed income research and economic commentary? Please attach sample.

Please provide the firm's most recent audited financial statement.
(The District will require an annual financial statement be provided.)

Describe the precautions taken by your firm to protect the interests of the public when dealing with a governmental agency.

low

RESOLUTION ADOPTING INVESTMENT POLICY

WHEREAS, the Public Funds Investment Act (Texas Government Code, Chapter 2256) governs local government investment; and

WHEREAS, the Public Fund Investment Act (section 2256.005a) requires the District to adopt an investment policy and investment strategies by rule, order, ordinance or resolution governing the investment of funds under its control; and

WHEREAS, the Public Fund Investment Act (section 2256.005e), requires the governing body to review and adopt that investment policy and investment strategies by rule, order, ordinance or resolution not less than annually, recording any changes made thereto; and

WHEREAS, the District Board has chosen, in previous years, to make certain changes to the Policy.

NOW, THEREFORE, BE IT RESOLVED that the District has complied with the requirements of the Public Funds Investment Act and the Investment Policy, as previously amended in 2005, is hereby adopted and ratified as the Investment Policy of the District.

ADOPTED by the Board of Directors of the Caldwell County Appraisal District this the 19th day of November, 2013.

APPROVED:

Board Chairman

ATTEST:

Secretary

RESOLUTION DESIGNATING INVESTMENT OFFICER(S)

WHEREAS, the Public Funds Investment Act codified in Government Code Chapter 2256 governs local government investment; and

WHEREAS, the Public Fund Investment Act (section 2256.005(f)) and the District's Investment Policy, require the District to designate one or more investment officer(s) by rule, order, ordinance or resolution; and

WHEREAS, the Public Funds Investment Act and the District's Investment Policy require the investment officer to perform certain duties and report regularly to the Board on the investment program,

NOW, THEREFORE, BE IT RESOLVED, that the District has complied with the requirements of the Public Funds Investment Act and the District's Investment Policy and designates the persons holding the following positions with Caldwell County Appraisal District to serve as Investment Officers of the District:

1. Board Secretary
2. Chief Appraiser

to exercise the judgement and care, under circumstances then prevailing, that a prudent person would exercise in the management of the person's own affairs and to perform all the requirements of the Act.

BE IT FURTHER RESOLVED, that the Board recognizes that it retains the ultimate responsibility as fiduciaries of the assets of the District as provided by section 2256.005(f).

ADOPTED by the Board of Directors of the Caldwell County Appraisal District this the 19th day of November, 2013.

APPROVED:

Chairman

ATTEST:

Secretary

RETIREMENT PLAN ASSESSMENT

FOR PLAN YEAR 2014

Caldwell County Appraisal District – 718

Caldwell County Appraisal District, #718
Retirement plan assessment
for plan year 2014

It's that time of year again — time to look at your TCDRS retirement plan and decide whether or not your benefits are adequate and affordable. This plan assessment will give you an overview of the benefits you currently provide. It also includes estimates on how much it will cost to provide these benefits in 2014.

If you are interested in changing your plan provisions for 2014, please contact your TCDRS Employer Services Representative. We will send you cost and benefit information on any changes you are considering. If you are satisfied with your current plan, please complete and return your authorization by Dec. 16, 2013.

If you have questions, contact your TCDRS Employer Services Representative at 800-651-3848.

NEXT STEPS

1. If you are not considering any plan changes ...
complete and return your authorization by Dec. 16, 2013.
2. If you are only adopting a COLA or elected rate ...
complete and return your authorization by Dec. 16, 2013.
3. If you are considering changing or adding other plan provisions ...
contact TCDRS at 800-651-3848. We will be happy to send you the rates and authorization for the plan changes you are considering.

KEY DATES

Oct. 01, 2013

Deadline to contact TCDRS in writing if you are considering authorizing a buyback.

Dec. 16, 2013

Send in your authorization to TCDRS confirming your 2014 plan provisions.

YOUR BENEFITS

Basic Benefit Provisions:

Employee deposit rate — 7%

Matching rate — 175%

Prior service credit — 0%

Retirement Eligibility:

Age 60 with 8 years of service

Any age with 30 years of service

Rule of 75 (age plus years of service equals 75)

Cost-of-Living Adjustments (COLAs) for retirees:

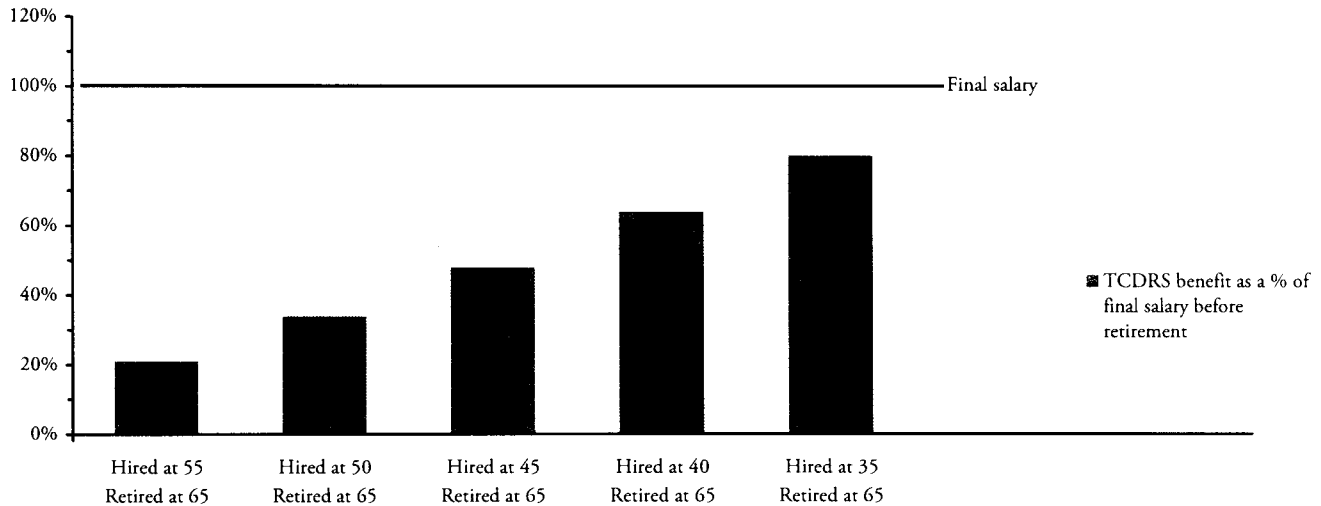
You have never adopted a COLA.

Optional Benefit Provisions:

WHAT YOU ARE PROVIDING

Under your plan, each employee makes deposits into his or her personal TCDRS account by paying in a percentage of each paycheck. Employee accounts earn 7% interest each year, which is compounded annually based on the account balance at the beginning of the year. If one of your employees chooses to receive a retirement benefit, TCDRS adds the employee's personal account balance to matching and other credits you provide as an employer. We then convert that sum into a monthly benefit payment, payable for life.

The following chart shows the estimated TCDRS benefit as a percentage of final salary prior to retirement for a new hire:



Assumptions

- Employees are new hires and will work for you until retirement.
- Your current plan provisions will remain in effect through employee's retirement.
- Current laws governing TCDRS will continue as they are.
- Graded salary scales give bigger raises early in careers, with smaller raises later in careers (see Summary Valuation Report at www.tcdrs.org).
- Based on Life Only benefit.

12c

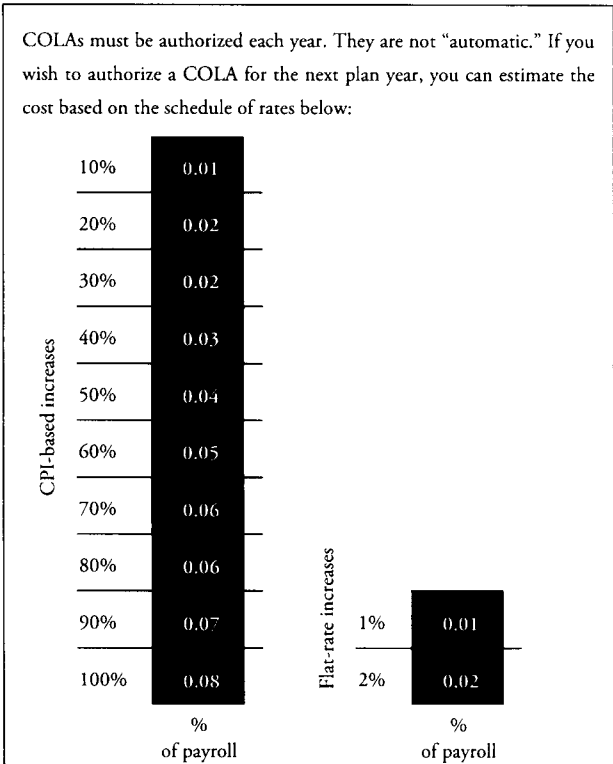
YOUR COSTS

Your employer contribution rate represents the percentage of payroll your organization needs to contribute to fund future benefits for your current employees, former employees and retirees.

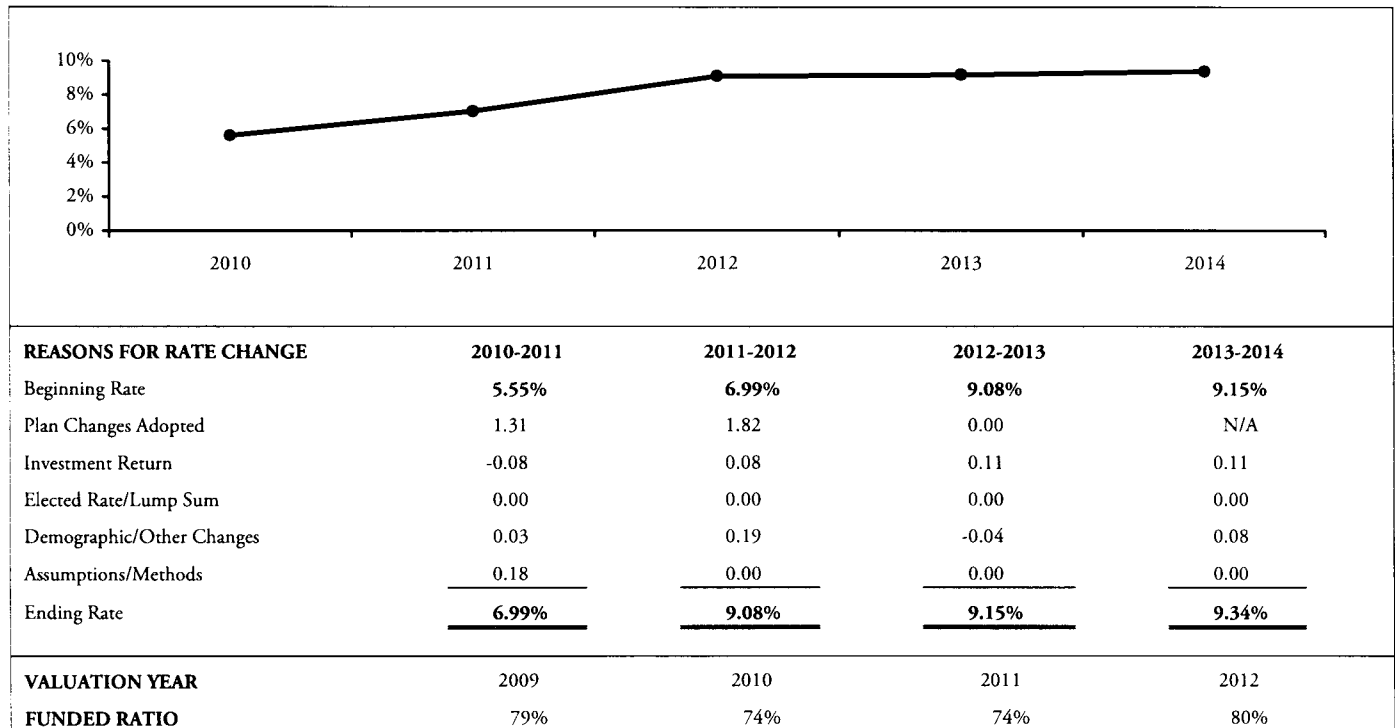
To calculate your total required rate, add the rate for any COLA you plan to adopt to the provided calculated contribution rate.

Your normal cost rate		6.58%
Your UAAL rate	+	2.76%
Calculated contribution rate		9.34%
COLA rate (if adopting)	+	_____
Total required rate		_____

To determine the cost of your plan in dollars, move the decimal for your "Total required rate" two places to the left, then multiply it by your estimated payroll for next year.



Below is a record of your required employer contribution rate history over the last five years.



A complete Summary Valuation Report for the Dec. 31, 2012 valuation is available on the web.

12d

Caldwell County Appraisal District, #718
Authorization to maintain TCDRS plan provisions
Plan Year 2014

With respect to the participation of Caldwell County Appraisal District in the Texas County & District Retirement System (TCDRS) for the 2014 plan year, the following order was adopted:

1. Caldwell County Appraisal District makes no change in the plan provisions for non-retirees.
- * 2. With respect to benefit payments being paid to retirees or their beneficiaries, Caldwell County Appraisal District (**check one box**):
 - does not adopt a cost-of-living adjustment (COLA).
 - adopts a ____% CPI-based COLA.
 - adopts a ____% flat-rate COLA.
- * 3. The required employer contribution rate for Plan Year 2014 will be the following:

(a) Required rate without COLA:	9.34%	
(b) COLA rate:	+	_____ (enter 0 if not adopting a COLA)
(c) Total required rate (a + b):	=	_____
- * 4. Employers may elect to pay a rate greater than the **total required rate** listed above. Caldwell County Appraisal District adopts for Plan Year 2014 (**check one box**):
 - the **total required rate** listed above.
 - add a new elected rate of _____%.
5. In the event the 2014 total required rate as set out above exceeds 11%, and if a current waiver of that limit is not on file with TCDRS, the Governing Board of Caldwell County Appraisal District hereby waives the 11% limit on the rate of employer contributions and such waiver will remain effective with respect to future plan years until properly revoked by official action.

Certification

I certify that the foregoing authorization concerning the participation of Caldwell County Appraisal District in TCDRS for Plan Year 2014 truly and accurately reflects the official action taken during a properly posted and noticed meeting on _____, 2013, by the Governing Board of Caldwell County Appraisal District as such action is recorded in the official minutes.

 Authorized Signature, Caldwell County Appraisal District

 Printed Name

Dated: _____

** Please fill in the required information for items 2, 3 and 4 before signing and sending this document to TCDRS.*

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