

**CALDWELL COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
AGENDA PACKET
ON JUNE 26, 2018**

CALL TO ORDER

1. Public Comments.
2. Election of officers.
3. Collection Report May 2018.
3a

DISCUSSION/ACTION

4. Consideration and possible approval of Minutes of May 22, 2018 meeting.
4a-4b
5. Consideration of and possible approval of Financial Report May 2018.
5a-5h
6. Discussion and consideration regarding the 2019 Appraisal and Collection Budgets.
6a-6d
7. Consideration and possible action regarding updating authorized signers for District bank accounts.
8. Consideration and possible action regarding appointing access to CAD Safe Deposit Box located in First Lockhart National Bank.
9. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Interim Chief Appraiser and/or staff.
10. Interim Chief Appraiser's Report.
 - a. Appraisal update.
 - b. Collection update.
 - c. TAAO Conference.
11. Board requests for future agenda items.
12. Adjourn.

May 2018 Collections Report

Collections

Current Collections(2017)	\$ 441,305.46
Penalties & Interest	<u>\$ 42,015.82</u>
Total	\$ 483,321.28
Delinquent Collections(2016 & Prior)	\$ 121,757.91
Penalties & Interest	<u>\$ 50,396.35</u>
Total	\$ 172,154.26
Total Current/Delq.	\$ 655,475.54

Current Balance (2017)

Total 2017 Levy	\$46,004,523.73
Adjustments	\$ (96,105.61)
Collections YTD	<u>\$43,448,440.49</u> 94.64%

Balance **\$ 2,459,977.63**

Delinquent Balance (2016 & Prior)

Beginning Balance	\$4,854,741.23
Adjustments	\$ (8,456.55)
Collections YTD	<u>\$1,148,615.65</u> 23.70%

Balance **\$3,697,669.03**

Last year at this time Current Collections was 94.49%

Payment Agreements

Total Agreements (as of the 1st of the month) - 196

New Agreements - 12

Agreements Paid in Full - 17

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

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

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**CALDWELL COUNTY APPRAISAL DISTRICT
MINUTES OF MEETING
MAY 22, 2018**

The Board of Directors of the Caldwell County Appraisal District met in regular session on May 22, 2018 at 6:00 PM in the Caldwell County Appraisal District office located at 211 Bufkin, Lockhart, Texas.

Those in attendance were board members Miguel Islas, Alfredo Munoz, Lisa Guyton, Rick Johnson and Edel Garza, Chief Appraiser Mary LaPoint, Deputy Chief Appraiser/Recording Secretary Shanna Ramzinski.

Call to Order

Item #1 Public Comments.

None.

Item #2 Collection Report April 2018.

Mary LaPoint presented the April 2018 Collection Report.

Item #3 Linebarger Report of the Caldwell County Appraisal District's Delinquent Tax Roll.

Sam Turner and Sarah Haney presented Linebarger's Report of the Delinquent Tax Roll.

DISCUSSION/ACTION

Item #4 Consideration and possible approval of Minutes of April 24, 2018 meeting.

Rick Johnson made a motion, seconded by Alfredo Munoz, to approve the minutes of April 24, 2018. Motion carried 5-0-0.

Item #5 Consideration of and possible approval of Financial Report April 2018.

Mary LaPoint presented the April 2018 Financial Report.

Alfredo Munoz made a motion, seconded by Lisa Guyton, to approve the April 2018 Financial Report. Motion carried 5-0-0.

Item #6 Review and possible approval of 2018 Financial Statements and Auditor's Report.

Rebecca Bailey of Eide Bailly, CPA's, presented the Financial Statements and Auditor's Report.

Alfredo Munoz made a motion, seconded by Lisa Guyton, to approved the Financial Statements and Auditor's Report. Motion carried 5-0-0.

Item #7 Discussion and consideration regarding the 2019 Appraisal and Collection Budgets.

Mary LaPoint presented the Proposed 2019 Appraisal and Collection Budgets to the Board.

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OPEN SESSION:

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

Mary LaPoint, Chief Appraiser, submitted her resignation as of May 31, 2018.

Item #9 Discussion and possible action regarding appointment of Interim Chief Appraiser.

Discussion to appoint Shanna Ramzinski as Interim Chief Appraiser.

Edel Garza made a motion, seconded by Lisa Guyton, to appoint Shanna Ramzinski as Interim Chief Appraiser. Motion carried 5-0-0.

Item #10 Chief Appraiser's Report.

- a. Appraisal Update – appraisal notices have been mailed out and informal protests have begun and will last through June 8th.
- b. Collection update – assisting appraisal department.

Item #11 Board requests for future agenda items.

None

Item #12 Adjourn.

Alfredo Munoz made a motion, seconded by Lisa Guyton, to adjourn. Motion carried 5-0-0.

Meeting adjourned 7:06 p.m.

Chairman

Secretary

4b

Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL

For the Five Months Ending May 31, 2018

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%	
70101	CHIEF APPRAISER	\$ 10,525.38	\$ 35,426.02	\$ 74,702.00	39,275.98	52.58
70102	DEPUTY CHIEF APPRAISER	4,119.26	20,596.30	49,431.00	28,834.70	58.33
70103	SYSTEM MGR/MAPPER	5,037.26	25,186.30	60,447.00	35,260.70	58.33
70105	FIELD APPRAISER II	2,687.66	13,438.30	32,252.00	18,813.70	58.33
70106	SENIOR APPRAISER I	3,476.66	17,383.30	41,720.00	24,336.70	58.33
70107	SENIOR APPRAISER II	3,299.34	16,496.70	39,592.00	23,095.30	58.33
70108	FIELD APPRAISER I	2,741.92	13,709.60	32,903.00	19,193.40	58.33
70109	FIELD APPRAISER III	2,577.16	12,429.94	30,926.00	18,496.06	59.81
70111	ADMINISTRATIVE ASST.	3,968.34	19,841.70	47,620.00	27,778.30	58.33
70112	DATA ENTRY TECHNICIAN	2,388.58	11,901.56	28,663.00	16,761.44	58.48
70113	SUPPORT TECH	2,916.26	14,581.30	34,995.00	20,413.70	58.33
70120	911/GIS	(918.10)	3,148.61	37,820.00	34,671.39	91.67
70135	PAYROLL CONTINGENCY	0.00	0.00	2,000.00	2,000.00	100.00
	TOTAL WAGES AND SALARIES	42,819.72	204,139.63	513,071.00	308,931.37	60.21
71000	PAYROLL TAX	3,467.75	16,030.33	42,500.00	26,469.67	62.28
71002	RETIREMENT / EMPLOYER	4,426.36	20,433.19	48,600.00	28,166.81	57.96
71004	HEALTH BENEFITS	12,028.08	37,228.67	94,000.00	56,771.33	60.40
71005	WORKERS COMP	0.00	(134.00)	2,700.00	2,834.00	104.96
71006	UNEMPLOYMENT	0.00	63.48	4,000.00	3,936.52	98.41
	DEDUCTIONS / BENEFITS	19,922.19	73,621.67	191,800.00	118,178.33	61.62
72000	APPR ENGINEERS	0.00	20,000.00	42,000.00	22,000.00	52.38
72001	APPR REVIEW BOARD	0.00	1,400.00	13,500.00	12,100.00	89.63
72002	AUDIT	5,775.00	5,775.00	6,200.00	425.00	6.85
72003	BOARD OF DIRECTORS	20.00	118.23	1,790.00	1,671.77	93.39
72004	DATA PROCESSING SERVICES	0.00	27,974.47	46,900.00	18,925.53	40.35
72007	JANITORIAL SERVICES	264.11	1,320.55	6,200.00	4,879.45	78.70
72008	LEGAL SERVICES	473.22	12,842.52	20,000.00	7,157.48	35.79
	TOTAL SERVICES	6,532.33	69,430.77	136,590.00	67,159.23	49.17
72500	BOND CHIEF/NOTARY	71.00	71.00	100.00	29.00	29.00
72501	MEMBERSHIP BTPE/TBPC	3.32	2,128.32	3,700.00	1,571.68	42.48
72502	COMPUTER SUPPLIES	0.00	1,399.78	6,400.00	5,000.22	78.13
72504	EDUCATION / FEES	750.00	3,200.00	7,800.00	4,600.00	58.97
72505	INSURANCE LIABILITY	0.00	0.00	1,400.00	1,400.00	100.00
72506	INSURANCE BUILDING/ CONTE	0.00	0.00	3,900.00	3,900.00	100.00
72507	LEGAL NOTICES / PRINTING	6,495.88	9,649.05	14,450.00	4,800.95	33.22
72508	MAINT - HARDWARE & EQUIP	400.00	1,600.00	8,700.00	7,100.00	81.61
72509	MAINT - OFFICE EQUIPMENT	0.00	0.00	1,000.00	1,000.00	100.00
72510	MILEAGE & TRAVEL	88.29	377.07	6,500.00	6,122.93	94.20
72511	OFFICE SUPPLIES	756.93	1,964.06	7,000.00	5,035.94	71.94
72512	POSTAGE	2,310.00	16,485.58	23,150.00	6,664.42	28.79
72513	POSTAGE METER/BOX RENTAL	0.00	1,222.35	4,425.00	3,202.65	72.38
72514	SUBSCRIPTION & BOOKS	761.95	3,788.64	7,020.00	3,231.36	46.03
72515	RENTAL COPIER	196.11	783.69	2,650.00	1,866.31	70.43
72516	ELECTRICITY	957.94	1,887.19	9,000.00	7,112.81	79.03
72517	TELEPHONE	902.41	3,526.58	12,270.00	8,743.42	71.26
72518	WATER & SEWER	419.98	753.37	3,250.00	2,496.63	76.82
72519	MORTGAGE	4,527.30	22,636.50	54,520.00	31,883.50	58.48
72520	BUILDING MAINT	123.20	1,318.82	4,820.00	3,501.18	72.64
72523	FUEL - VEHICLE	579.36	2,464.98	6,000.00	3,535.02	58.92

For Management Purposes Only

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Caldwell County Appraisal District
EXPENSE STATEMENT- APPRAISAL

For the Five Months Ending May 31, 2018

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
72524 MAINT. - VEHICLE	370.48	1,534.99	6,000.00	4,465.01	74.42
72525 INS - VEHICLE	0.00	0.00	1,700.00	1,700.00	100.00
TOTAL GENERAL EXPENSES	<u>19,714.15</u>	<u>76,791.97</u>	<u>195,755.00</u>	<u>118,963.03</u>	<u>60.77</u>
79000 OFFICE EQUIPMENT	0.00	0.00	5,000.00	5,000.00	100.00
79001 COMPUTER EQUIPMENT	0.00	2,877.53	11,000.00	8,122.47	73.84
79002 BUILDING EXPENSE	0.00	0.00	5,000.00	5,000.00	100.00
79003 VEHICLE	0.00	19,071.00	20,000.00	929.00	4.65
79990 CONTINGENCY	0.00	0.00	10,000.00	10,000.00	100.00
TOTAL CAPITAL INVESTMENT	<u>0.00</u>	<u>21,948.53</u>	<u>51,000.00</u>	<u>29,051.47</u>	<u>56.96</u>
TOTAL EXPENSES	<u>\$ (88,988.39)</u>	<u>\$ (445,932.57)</u>	<u>\$ (1,088,216.)</u>	<u>(642,283.43)</u>	<u>59.02</u>

Caldwell County Appraisal District
EXPENSE STATEMENT - COLLECTION

For the Five Months Ending May 31, 2018

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
90-70120 DEPUTY TAX COLLECTOR	\$ 4,205.50	\$ 21,027.50	\$ 50,466.00	29,438.50	58.33
90-70121 COLLECTION SPECIALIST	2,791.66	15,496.80	36,045.00	20,548.20	57.01
90-70126 PUBLIC ASSISTANT	2,166.66	8,936.67	31,120.00	22,183.33	71.28
90-70135 PAYROLL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL WAGES AND SALARIES	9,163.82	45,460.97	117,631.00	72,170.03	61.35
90-71000 PAYROLL TAX	695.52	3,453.90	9,440.00	5,986.10	63.41
90-71002 RETIREMENT/EMPLOYER	865.06	4,291.16	11,200.00	6,908.84	61.69
90-71004 HEALTH BENEFITS	1,735.80	5,279.40	24,100.00	18,820.60	78.09
90-71005 WORKER COMP	0.00	0.00	775.00	775.00	100.00
90-71006 UNEMPLOYMENT	0.00	13.86	2,375.00	2,361.14	99.42
DEDUCTIONS / BENEFITS	3,296.38	13,038.32	47,890.00	34,851.68	72.77
90-72002 AUDIT	1,725.00	1,725.00	1,800.00	75.00	4.17
90-72004 DATA PROCESSING SERVICES	0.00	9,270.32	17,450.00	8,179.68	46.87
90-72005 COUNTY EMPLOYEE CONTRACT	1,335.12	6,675.60	15,500.00	8,824.40	56.93
90-72007 JANITORIAL SERVICE	78.89	394.45	2,500.00	2,105.55	84.22
90-72008 LEGAL SERVICES	0.00	0.00	2,300.00	2,300.00	100.00
TOTAL SERVICES	3,139.01	18,065.37	39,550.00	21,484.63	54.32
90-72500 BOND/ NOTARY	0.00	0.00	200.00	200.00	100.00
90-72501 MEMBERSHIP BTPE/TBPC	100.00	125.00	650.00	525.00	80.77
90-72502 COMPUTER SUPPLIES	0.00	51.09	2,300.00	2,248.91	97.78
90-72504 EDUCATION & FEES	0.00	285.00	2,250.00	1,965.00	87.33
90-72505 INSURANCE - LIABILITY	0.00	0.00	800.00	800.00	100.00
90-72506 INSURANCE BUILDING/CONTENT	0.00	0.00	1,150.00	1,150.00	100.00
90-72507 LEGAL NOTICES/PRINTING	132.45	268.37	9,900.00	9,631.63	97.29
90-72508 MAINT - HARDWARE/EQUIP	0.00	437.45	2,600.00	2,162.55	83.18
90-72509 MAINT - OFFICE EQUIP	0.00	453.00	1,200.00	747.00	62.25
90-72510 MILEAGE & TRAVEL	0.00	0.00	2,800.00	2,800.00	100.00
90-72511 OFFICE SUPPLIES	245.66	1,152.77	2,800.00	1,647.23	58.83
90-72512 POSTAGE	690.00	2,070.00	13,800.00	11,730.00	85.00
90-72513 POSTAGE METER/BOX RENTAL	0.00	283.27	1,400.00	1,116.73	79.77
90-72515 RENTAL - COPIER	134.45	399.80	1,800.00	1,400.20	77.79
90-72516 ELECTRICITY	286.14	563.70	3,000.00	2,436.30	81.21
90-72517 TELEPHONE	276.67	1,056.15	3,100.00	2,043.85	65.93
90-72518 WATER & SEWER	125.45	225.04	1,000.00	774.96	77.50
90-72519 MORTGAGE	1,352.31	6,761.55	16,500.00	9,738.45	59.02
90-72520 BUILDING MAINT.	36.80	331.81	2,025.00	1,693.19	83.61
TOTAL GENERAL EXPENSES	3,379.93	14,464.00	69,275.00	54,811.00	79.12
90-79000 OFFICE EQUIPMENT	0.00	0.00	2,000.00	2,000.00	100.00
90-79001 COMPUTER EQUIPMENT	0.00	843.13	5,000.00	4,156.87	83.14
90-79002 BUILDING EXPENSE	0.00	0.00	2,200.00	2,200.00	100.00
90-79990 CONTINGENCY	0.00	799.86	3,000.00	2,200.14	73.34
TOTAL CAPITAL INVESTMENTS	0.00	1,642.99	12,200.00	10,557.01	86.53
TOTAL EXPENSES	\$ (18,979.14)	\$ (92,671.65)	\$ (286,546.00)	(193,874.35)	67.66

Caldwell County Appraisal District Cash Disbursements Journal For the Period From May 1, 2018 to May 31, 2018

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

Date	Check #	Account ID	Line Description	Debit Am	Credit Am
5/7/18	007802	90-72501 10000	REGISTRATION FEE FOR MARY VENEGAS Texas Dept. of Licensing and Regulation	100.00	100.00
5/7/18	007803	72008 10000	APR 2018 LEGAL SERVICES HARGROVE & EVANS, LLP	473.22	473.22
5/7/18	007804	72511 90-72511 10000	OFFICE SUPPLIES - APPR OFFICE SUPPLIES - COLL OFFICE DEPOT	163.40 68.39	231.79
5/7/18	007805	90-72507 10000	CHECKS - TAX CLEARING Business Printing Plus	132.45	132.45
5/7/18	007806	72516 90-72516 72518 90-72518 10000	MAR 2018 ELECTRICITY - APPR MAR 2018 ELECTRICITY- COLL MAR 2018 WATER & SEWER - APPR MAR 2018 WATER & SEWER - COLL City of Lockhart	402.79 120.32 254.15 75.92	853.18
5/7/18	007807	72007 90-72007 10000	INV #10640 MAY 2018 JANITORIAL SERVICES - APPR INV #10640 MAY 2018 JANITORIAL SERVICES - COLL Buildingstars	264.11 78.89	343.00
5/7/18	007808	72517 10000	MAY 2018 LINE CHARGE - LKT SPECTRUM BUSINESS	123.05	123.05
5/7/18	007809	72524 10000	OIL CHANGES - 07101, 07201 STRAIGHT AUTOMOTIVE & TIRE CENTER	97.94	97.94
5/7/18	007810	30027 10000	APRIL 2018 INSURANCE PAYABLE INV #331171 AFLAC INS.	684.28	684.28
5/7/18	007811	71004 90-71004 30028 10000	MAY 2018 HEALTH INS - APPR MAY 2018 HEALTH INS - COLL APR 2018 MED PAYABLE UNITED HEATHCARE SERVICES	6,051.87 554.17 471.07	7,077.11
5/7/18	007812	72524 10000	OIL CHANGES - 09301, 07401 STRAIGHT AUTOMOTIVE & TIRE CENTER	92.39	92.39
5/7/18	007813	90-72005 10000	MAY 2018 LULING EMPLOYEE SALARY CALDWELL COUNTY TREASURER	1,335.12	1,335.12
5/7/18	007814	72517 10000	MAY 2018 IPAD UNITS APPRAISERS AT&T Mobility	240.06	240.06
5/7/18	007815	72501 72511 90-72511 72514 72517 90-72517 72524 10000	LICENSING FEE OFFICE SUPPLIES - APPR OFFICE SUPPLIES - COLL TYLER TECHNOLOGIES RING CENTRAL - APPR RING CENTRAL - COLL VEH MAINT CARD SERVICE CENTER	3.32 319.96 95.56 350.00 539.30 161.09 180.15	1,649.38
5/10/18	007816	72514 10000	2018 RENEWAL SUBSCRIPTION LOCKHART POST-REGISTER	52.00	52.00
5/10/18	007817	72504 10000	CA INSTITUTE - SJR Texas Assoc. Appraisal Districts	750.00	750.00
5/10/18	007818	72510	APRIL 2018 MILEAGE REIMBURSEMENT	27.25	

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Caldwell County Appraisal District
Cash Disbursements Journal
For the Period From May 1, 2018 to May 31, 2018

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

Date	Check #	Account ID	Line Description	Debit Am	Credit Am
		10000	Kristie Edwards		27.25
5/10/18	007819	72510 10000	APRIL 2018 MILEAGE REIMBURSEMENT Christie Gibson	30.52	30.52
5/10/18	007820	72510 10000	APR 2018 MILEAGE REIMBURSEMENT Jaclyn Archer	30.52	30.52
5/17/18	007821	72523 10000	APRIL 2018 FUEL REIMBURSEMENT CALDWELL COUNTY TREASURER	579.36	579.36
5/17/18	007822	72514 10000	2018 MARSHALL VALUATION SERVICE - RESIDENTIAL MARSHALL & SWIFT	359.95	359.95
5/17/18	007823	71004 90-71004 71004 90-71004 71004 90-71004 30029 30027 10000	MAY 2018 AD&D - APPR MAY 2018 AD&D - COLL MAY 2018 LIFE - APPR MAY 2018 LIFE - COLL MAY 2018 LTD - APPR MAY 2018 LTD - COLL APR 2018 DENTAL PAYABLE APR 2018 VISION PAYABLE UHS Premium Billing	10.28 1.60 87.38 13.60 156.89 24.32 582.12 154.93	1,031.12
5/17/18	007826	72511 90-72511 10000	COPY PAPER - APPR COPY PAPER - COLL OFFICE DEPOT	273.57 81.71	355.28
5/24/18	007827	72002 90-72002 10000	INV #EI00675902 2017 FINANCIAL STMT AUDIT - APPR INV #EI00675902 2017 FINANCIAL STMT AUDIT - COLL Eide Bailly LLP	5,775.00 1,725.00	7,500.00
5/24/18	007828	72003 10000	NAME PLATES LOGOS	20.00	20.00
5/24/18	007829	72520 90-72520 10000	JUNE 2018 LAWN SERVICES - APPR JUNE 2018 LAWN SERVICES - COLL Jesus Gonzales	123.20 36.80	160.00
5/24/18	007830	72516 90-72516 72518 90-72518 10000	APR 2018 ELECTRICITY - APPR APR 2018 ELECTRICITY- COLL APR 2018 WATER & SEWER - APPR APR 2018 WATER & SEWER - COLL City of Lockhart	555.15 165.82 165.83 49.53	936.33
5/24/18	007831	72515 10000	INV #093085125 APR 2018 APPR PRINT CHARGES XEROX CORP	196.11	196.11
5/24/18	007832	90-72515 10000	INV #093173434 APR 2018 COLL PRINT CHARGES XEROX CORP	134.45	134.45
5/24/18	007833	72508 10000	INV #2018-05-01-CCAD APR 2018 COMPUTER SERVICES N Metzler Consulting	400.00	400.00
5/24/18	007834	72519 90-72519 10000	MAY 2018 BUILDING LOAN PAYMENT - APPR MAY 2018 BUILDING LOAN PAYMENT - COLL First Lockhart National Bank	4,527.30 1,352.31	5,879.61
5/31/18	007835	90-72517 10000	JUNE 2018 LINE CHARGE - LULING SPECTRUM BUSINESS	115.58	115.58

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Caldwell County Appraisal District
Cash Disbursements Journal
For the Period From May 1, 2018 to May 31, 2018

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

Date	Check #	Account ID	Line Description	Debit Am	Credit Am
5/31/18	007836	30027 10000	INV #757755 MAY 2018 INSURANCE PAYABLE AFLAC INS.	684.28	684.28
5/31/18	007837	72500 10000	NOTARY - NEW - PEF Rucker-Ohlendorf Ins	71.00	71.00
5/31/18	007838	72512 90-72512 10000	MAY 2018 POSTAGE REFILL - APPR MAY 2018 POSTAGE REFILL - COLL PITNEY BOWES	2,310.00 690.00	3,000.00
5/31/18	007839	71004 90-71004 30028 10000	JUNE 2018 HEALTH INS - APPR JUNE 2018 HEALTH INS - COLL MAY 2018 MED PAYABLE UNITED HEATHCARE SERVICES	5,503.45 1,102.59 471.07	7,077.11
5/31/18	007841	71004 90-71004 71004 90-71004 71004 90-71004 30029 30027 10000	JUN 2018 AD&D - APPR JUN 2018 AD&D - COLL JUN 2018 LIFE - APPR JUN 2018 LIFE - COLL JUN 2018 LTD - APPR JUN 2018 LTD - COLL MAY 2018 DENTAL PAYABLE MAY 2018 VISION PAYABLE UHS Premium Billing	8.82 1.60 74.97 13.60 134.42 24.32 584.79 148.30	990.82
5/31/18	007842	72507 72507 72507 10000	INV #20881- MIN/IND APPR NOTICES INV #20882 - EFILE APPR NOTICES INV #20892 - HB3630 APPR NOTICES Variverge WEST TEXAS MICROGRAPHICS	421.16 5,252.60 822.12	6,495.88
	Total			50,310.14	50,310.14

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Caldwell County Appraisal District
INCOME STATEMENT- APPRAISAL
 For the Five Months Ending May 31, 2018

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 47,592.90	\$ 95,185.82	47,592.92	50.00
CITY OF LULING	0.00	12,770.80	25,541.61	12,770.81	50.00
CITY OF MARTINDALE	0.00	3,289.38	6,578.74	3,289.36	50.00
CITY OF MUSTANG RIDGE	0.00	1,375.70	2,751.41	1,375.71	50.00
CITY OF NIEDERWALD	0.00	180.48	360.97	180.49	50.00
CITY OF UHLAND	0.00	491.44	491.42	(0.02)	0.00
CALDWELL COUNTY	0.00	179,559.50	359,118.98	179,559.48	50.00
LOCKHART ISD	0.00	181,715.44	363,430.90	181,715.46	50.00
LULING ISD	0.00	43,802.02	87,604.06	43,802.04	50.00
PRAIRIE LEA ISD	0.00	12,814.12	25,628.26	12,814.14	50.00
PLUM CREEK CONS DIST	0.00	3,002.68	6,005.35	3,002.67	50.00
PLUM CREEK UNDERGROU	0.00	2,806.98	5,613.94	2,806.96	50.00
GONZALES ISD	0.00	3,546.76	7,093.53	3,546.77	50.00
WEALDER ISD	0.00	2,806.16	5,612.30	2,806.14	50.00
SAN MARCOS ISD	0.00	21,951.82	43,903.62	21,951.80	50.00
HAYS ISD	0.00	9,899.84	9,899.83	(0.01)	0.00
GONZALES COUNTY UWD	0.00	87.92	175.84	87.92	50.00
CALDWELL-HAYS ESD1	0.00	7,366.60	7,366.61	0.01	0.00
CITY OF SAN MARCOS	0.00	1,425.34	2,850.68	1,425.34	50.00
CALDWELL ESD #2	0.00	1,112.58	2,225.15	1,112.57	50.00
CALDWELL ESD #3	0.00	1,162.80	2,325.60	1,162.80	50.00
CALDWELL ESD #4	0.00	904.50	1,809.00	904.50	50.00
AUSTIN COMMUNITY COLL	0.00	321.18	642.37	321.19	50.00
Total Revenues	0.00	539,986.94	1,062,215.99	522,229.05	49.16
TOTAL BUDGET REV	\$ 0.00	\$ 539,986.94	\$ 1,062,215.99	522,229.05	49.16
COPIES MISC REVENUE	\$ (272.00)	\$ (973.00)	\$ 0.00	973.00	0.00
INTEREST INCOME REVENU	(760.86)	(3,333.00)	0.00	3,333.00	0.00
TOTAL OTHER REVENUE	(1,032.86)	(4,306.00)	0.00	4,306.00	0.00

Caldwell County Appraisal District
INCOME STATEMENT- COLLECTION

For the Five Months Ending May 31, 2018

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
Revenues					
CITY OF LOCKHART	\$ 0.00	\$ 13,376.58	\$ 26,753.16	13,376.58	50.00
CITY OF LULING	0.00	3,680.84	7,361.69	3,680.85	50.00
CITY OF MARTINDALE	0.00	924.52	1,849.04	924.52	50.00
CITY OF MUSTANG RIDGE	0.00	386.66	773.32	386.66	50.00
CITY OF NIEDERWALD	0.00	50.72	101.45	50.73	50.00
CITY OF UHLAND	0.00	138.12	138.12	0.00	0.00
CALDWELL COUNTY	0.00	50,467.44	100,934.88	50,467.44	50.00
LOCKHART ISD	0.00	51,073.40	102,146.79	51,073.39	50.00
LULING ISD	0.00	14,786.02	29,572.02	14,786.00	50.00
PRAIRIE LEA ISD	0.00	4,871.20	9,742.39	4,871.19	50.00
PLUM CREEK CONS DIST	0.00	843.94	1,687.88	843.94	50.00
PLUM CREEK UNDERGROUND	0.00	788.94	1,577.87	788.93	50.00
GONZALES COUNTY UWD	0.00	24.72	49.42	24.70	49.98
CALDWELL-HAYS ESD1	0.00	2,070.48	2,070.48	0.00	0.00
CALDWELL ESD #2	0.00	312.70	625.40	312.70	50.00
CALDWELL ESD #3	0.00	326.82	653.64	326.82	50.00
CALDWELL ESD #4	0.00	254.22	508.44	254.22	50.00
Total Revenues	0.00	144,377.32	286,545.99	142,168.67	49.61
TAX CERTIFICATES	(60.00)	(270.00)	0.00	270.00	0.00
TOTAL TAX CERT. REVENUE	(60.00)	(270.00)	0.00	270.00	0.00
TOTAL BUDGET REVENUE	\$ 60.00	\$ 144,647.32	\$ 286,545.99	141,898.67	49.52
RETURN CHECK FEE	\$ (25.00)	\$ (450.00)	\$ 0.00	450.00	0.00
BUS PP RENDITION PENALTY	(73.06)	(805.40)	0.00	805.40	0.00
OFFICE RENTAL INCOME	(200.00)	(500.00)	0.00	500.00	0.00
TOTAL OTHER REVENUE	(298.06)	(1,755.40)	0.00	1,755.40	0.00
DELINQUENT ATTORNEY FEES- L	(22,925.78)	(22,925.78)	0.00	22,925.78	0.00
DELINQUENT ATTORNEY FEES- P	(10,118.58)	(10,118.58)	0.00	10,118.58	0.00
DELINQUENT ABSTRACT FEES- L	(325.00)	(325.00)	0.00	325.00	0.00
DELINQUENT ABSTRACT FEES- P	0.00	0.00	0.00	0.00	0.00
TOTAL DELINQUENT ATTORNEY	(33,369.36)	(33,369.36)	0.00	33,369.36	0.00

Caldwell County Appraisal District

DATE: June 1, 2018

TO: All Taxing Unit Chief Administrators
CCAD Board of Directors

RE: Proposed 2019 Appraisal District and Collection Budgets

Appraisal Budget:

Enclosed you will find the proposed budget for the Caldwell County Appraisal District for the year January 1, 2019 through December 31, 2019. Also enclosed is the estimated cost of the proposed budget for each taxing unit. The cost estimation is based on the 2017 original tax levy. The final costs will be allocated according to the entities' actual 2018 tax levies. Entities that are considering substantial increases in tax levies for 2018 should be aware of the effect on the cost allocation of the appraisal district budget.

You will receive notice of the date and time of a public hearing to consider the budget at a later date. The Board of Directors must approve the appraisal 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.

Collection Budget:

The collection budget and allocation only apply to the entities that the Caldwell County Appraisal District collects for. Enclosed you will find the proposed collection budget for the Caldwell County Appraisal District for the year January 1, 2019 through December 31, 2019. Also enclosed is the estimated cost of the proposed budget for each taxing unit. The cost estimation is based on the 2017 original tax levy. The final costs will be allocated according to the entities' actual 2018 tax levies.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Shanna Ramzinski
Interim Chief Appraiser

Encl:
2019 Proposed Appraisal District Budget
Estimated Cost Allocation for appraisal budget
2019 Proposed Collection Budget
Estimated Cost Allocation for collection budget

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211 Bufkin Ln
P.O. Box 900
Lockhart, Texas 78644
United States

PHONE (512) 398-5550
FAX (512) 398-5551
E-MAIL general@caldwellcad.org
WEB SITE www.caldwellcad.org

**CALDWELL COUNTY APPRAISAL DISTRICT
2019 APPRAISAL BUDGET (PROPOSED)**

	PERSONNEL	2018	2019
70101	Chief Appraiser	74,702.00	76,570.00
70102	Deputy Chief Appraiser	49,431.00	50,667.00
70103	GIS Mapper/System Mgr/IT	60,447.00	61,958.00
70105	Field Appraiser II	32,252.00	33,058.00
70106	Senior Appraiser I	41,720.00	42,763.00
70107	Senior Appraiser II	39,592.00	40,582.00
70108	Field Appraiser I	32,903.00	33,725.00
70109	Field Appraiser III	30,926.00	31,700.00
70111	Administrative Asst.	47,620.00	48,810.00
70112	Data entry technician	28,663.00	29,380.00
70113	Support data entry	34,995.00	35,870.00
70120	911/GIS	37,820.00	38,765.00
70130	Part time	0.00	0.00
70135	Payroll contingency	2,000.00	2,000.00
	SUBTOTAL	513,071.00	525,848.00
	DEDUCTIONS/BENEFITS		
71000	Payroll Tax	\$42,500.00	\$43,600.00
71002	Retirement/ employer	\$48,600.00	\$48,860.00
71004	Health benefits	\$94,000.00	\$93,720.00
71005	Worker comp	\$2,700.00	\$2,700.00
71006	Unemployment	\$4,000.00	\$4,000.00
	SUBTOTAL	191,800.00	192,880.00
	SERVICES		
72000	Appr Engineers	\$42,000.00	\$42,000.00
72001	Appr Review Bd	\$13,500.00	\$18,750.00
72002	Audit	\$6,200.00	\$6,200.00
72003	Board of Directors	\$1,790.00	\$1,790.00
72004	Data Processing Services	\$46,900.00	\$50,400.00
72007	Janitorial service	\$6,200.00	\$6,200.00
72008	Legal	\$20,000.00	\$25,000.00
	SUBTOTAL	136,590.00	150,340.00

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	GENERAL EXPENSES	2018	2019
72500	Bond- Chief - Notary	\$100.00	\$100.00
72501	Membership / Dues	\$3,700.00	\$3,710.00
72502	Computer supplies - data processing	\$6,400.00	\$6,900.00
72504	Education & fees	\$7,800.00	\$7,800.00
72505	Insurance - liability	\$1,400.00	\$1,500.00
72506	Insurance Building/ Equip - contents	\$3,900.00	\$4,000.00
72507	Legal notices/printing	\$14,450.00	\$14,450.00
72508	Maint - hardware/equip	\$8,700.00	\$8,700.00
72509	Maint -office equip	\$1,000.00	\$1,000.00
72510	Mileage & travel	\$6,500.00	\$5,000.00
72511	Office supplies	\$7,000.00	\$7,500.00
72512	Postage	\$23,150.00	\$25,000.00
72513	Postage meter/Box rental	\$4,425.00	\$4,425.00
72514	Publications Subcrip & books	\$7,020.00	\$6,700.00
72515	Rental - copier	\$2,650.00	\$2,650.00
72516	Electricity	\$9,000.00	\$9,000.00
72517	Telephone	\$12,270.00	\$13,000.00
72518	Water & sewer	\$3,250.00	\$3,500.00
72519	Mortgage	\$54,520.00	\$54,520.00
72520	Building Maint	\$4,820.00	\$5,000.00
72523	Fuel - Vehicle	\$6,000.00	\$6,000.00
72524	Maint - Vehicle	\$6,000.00	\$6,000.00
72525	Ins - vehicle	\$1,700.00	\$1,700.00
	SUBTOTAL	195,755.00	198,155.00
	CAPITAL INVESTMENTS		
79000	Office equipment	\$5,000.00	\$5,000.00
79001	Computer Equipment	\$11,000.00	\$11,000.00
79003	Vehicle	\$20,000.00	\$20,000.00
	SUBTOTAL	36,000.00	36,000.00
	CONTINGENCY		
79002	Building Expense	\$5,000.00	\$5,000.00
79990	Contingency	\$10,000.00	\$10,000.00
	SUBTOTAL	15,000.00	15,000.00
	TOTAL EXPENSES	1,088,216.00	1,118,223.00
GCA	911 EXPENSES PAID BY COUNTY	25,380.00	26,000.00
		1,062,836.00	1,092,223.00

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**CALDWELL COUNTY APPRAISAL DISTRICT
2019 COLLECTION BUDGET (PROPOSED)**

	PERSONNEL	2018	2019
90-70120	Deputy Tax Collector	50,466.00	51,728.00
90-70121	Collections Specialist	36,045.00	34,340.00
90-70126	Public Assist	31,120.00	26,650.00
90-70130	Part time	0.00	0.00
90-70135	Payroll contingency	0.00	0.00
	SUBTOTAL	117,631.00	112,718.00

	DEDUCTIONS/BENEFITS		
90-71000	Payroll Tax	9,440.00	9,100.00
90-71002	Retirement/ employer	11,200.00	11,000.00
90-71004	Health benefits	24,100.00	24,300.00
90-71005	Worker comp	775.00	775.00
90-71006	Unemployment	2,375.00	3,375.00
	SUBTOTAL	47,890.00	48,550.00

	SERVICES		
90-72002	Audit	1,800.00	1,800.00
90-72004	Data Processing Services	17,450.00	18,450.00
90-72005	County employee contract	15,500.00	16,500.00
90-72007	Janitorial service	2,500.00	2,500.00
90-72008	Legal	2,300.00	2,500.00
	SUBTOTAL	39,550.00	41,750.00

	GENERAL EXPENSES		
90-72500	Bond- Chief - Notary	200.00	200.00
90-72501	Membership / Dues	650.00	700.00
90-72502	Computer supplies - data processing	2,300.00	2,300.00
90-72504	Education & fees	2,250.00	3,400.00
90-72505	Insurance - liability	800.00	800.00
90-72506	Insurance Building/ Equip - contents	1,150.00	1,200.00
90-72507	Legal notices/printing	9,900.00	9,900.00
90-72508	Maint - hardware/equip	2,600.00	2,600.00
90-72509	Maint -office equip	1,200.00	1,400.00
90-72510	Mileage & travel	2,800.00	2,800.00
90-72511	Office supplies	2,800.00	3,000.00
90-72512	Postage	13,800.00	14,000.00
90-72513	Postage meter/Box rental	1,400.00	1,400.00
90-72515	Rental - copier	1,800.00	1,800.00
90-72516	Electricity	3,000.00	3,000.00
90-72517	Telephone	3,100.00	3,400.00
90-72518	Water & sewer	1,000.00	1,200.00
90-72519	Mortgage	16,500.00	16,500.00
90-72520	Building Maint	2,025.00	2,100.00
	SUBTOTAL	69,275.00	71,700.00

	CAPITAL INVESTMENTS		
90-79000	Office equipment	2,000.00	2,000.00
90-79001	Computer Equipment	5,000.00	5,000.00
	SUBTOTAL	7,000.00	7,000.00

	CONTINGENCY		
90-79002	Building Expense	2,200.00	2,200.00
90-79990	Contingency	\$3,000.00	\$3,000.00
	SUBTOTAL	5,200.00	5,200.00
	TOTAL EXPENSES	286,546.00	286,918.00

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